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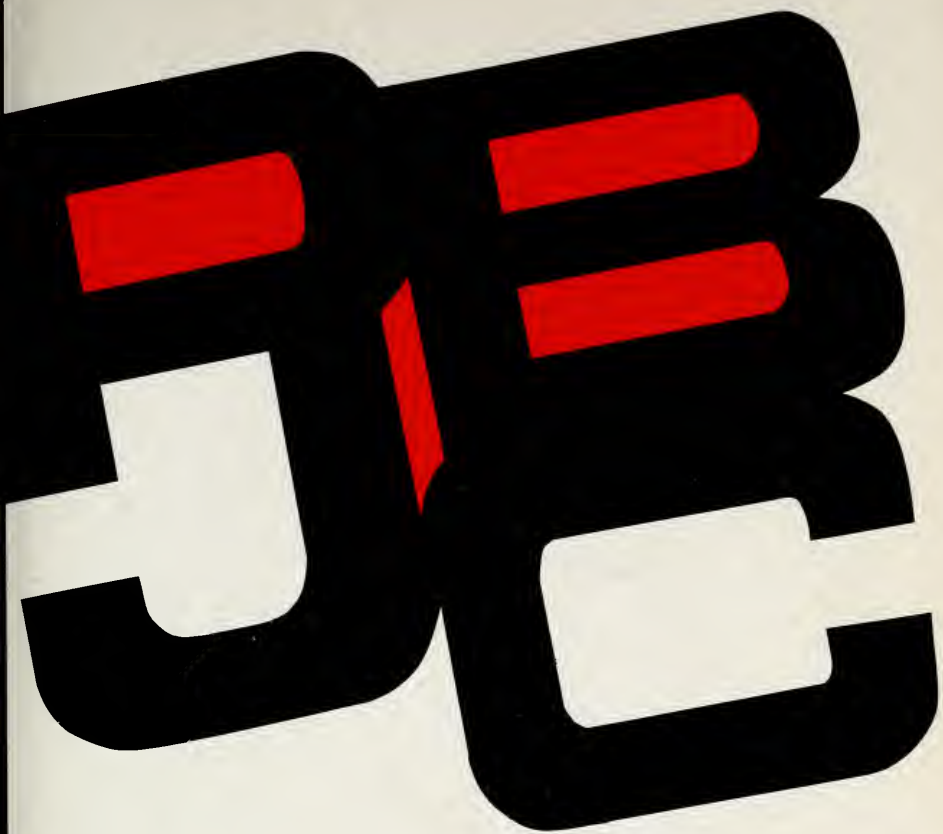


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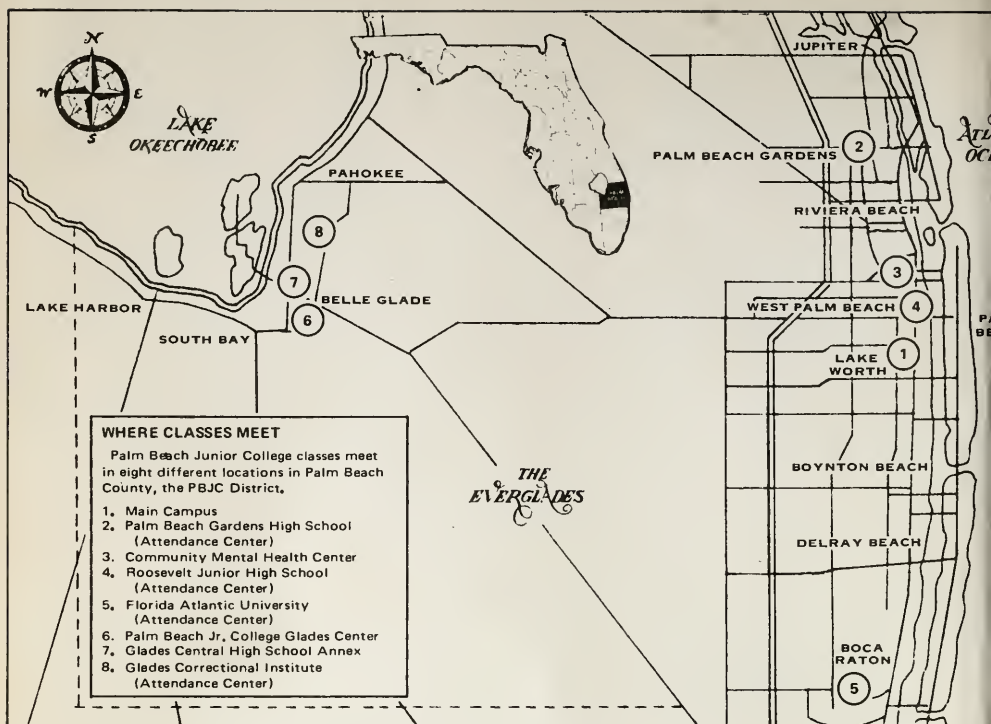


**BULLETIN**

**1973-74**

**PALM BEACH JUNIOR COLLEGE**

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# THE BULLETIN



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Robert C. Moss, B.A., M.Ed., Ed.S. ....	Asst. Dean of Student Personnel
J. T. Tate, B.S., M.S., Ed.S.....	Dean of Business Affairs
Wale Washburn, B.S., M.S. ....	Director of Data Processing
Don C. Whitmer, B.S., M.S.....	Asst. Dean of Academic Affairs for Vocational-Technical Education



# Calendar

## SPRING TERM—First Session 1972-73

April 6.....	Last day to make application for admission as a day student, 3:00 p.m.
April 9.....	Final testing for all new students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
April 13.....	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 20.....	Last day to reactivate files for day school
May 8.....	Orientation and Academic Advising: 12:00 p.m. to 2:00—Advising—those previously not advised 1:00 p.m. to 2:00—Orientation—New students 2:00 p.m. to 3:30—Advising—New students
May 10.....	Registration: Returning students 8:00-12:00 Noon New and reactivated students 1:00 p.m. All evening students 7:00-9:30 p.m.
May 11.....	Late Registration
May 11.....	Classes Begin
May 11, 14, 15.....	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students) (7:00-9:00 p.m., evening students)
May 14, 15.....	Last day to withdraw with refund
May 25.....	Last day to complete application for graduation
May 28.....	Memorial Day Holiday
June 15.....	Last day to withdraw from class with a "W"
June 15.....	Evening classes only. Last day to change from credit to audit
June 21.....	Final examinations. All grades due in Registrar's Office by 4:00 p.m., June 21
June 21.....	End of First Session

## SPRING TERM—Second Session 1972-73

June 1.....	Last day to make application for admission as a day student, 3:00 p.m.
June 4.....	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
June 15.....	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 15.....	Last day to reactivate files for day school
June 22.....	Orientation and Academic Advising: 8:00 a.m. to 9:30—Advising—Reactivates 9:00 a.m. to 10:00—Orientation—New Students 10:00 a.m. to 12:30—Advising—New Students 1:30 p.m. to 3:30—Advising—Those not previously advised
June 22.....	Registration: Returning students 8:00-12:00 Noon New and Reactivated students 1:00 p.m. All evening students 7:00-9:30 p.m.
June 25.....	Late Registration
June 25.....	Classes Begin
June 25, 26, 27.....	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students) (7:00-9:00 p.m., evening students)
June 27.....	Last day to withdraw with refund
July 3.....	Last day to complete application for graduation



## Calendar

July 4.....	Independence Day Holiday
July 27.....	Last day to withdraw from class with a "W"
July 27.....	Evening classes only. Last day to change from credit to audit
August 3.....	Final examinations. All grades due in Registrar's Office by 4:00 p.m., August 3
August 3.....	End of Term

## FALL TERM—1973-74

July 23.....	Last day to make application for admission as a day student, 3:00 p.m.
July 30.....	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
August 6.....	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
August 6.....	Last day to reactivate files for day school
August 13.....	Faculty Reports
August 14.....	Orientation and Academic Advising for Groups I and II Students not in attendance during 1973 Winter or Spring Terms, 8:00 a.m.-3:00 p.m.
August 15.....	Orientation and Academic Advising for Groups III and IV Students not in attendance during 1973 Winter or Spring Terms, 8:00 a.m.-3:00 p.m.
August 16.....	Advising 8:00 a.m. to 12:30 p.m., Reactivates and those previously not advised
August 20.....	Registration by appointment only for day students
August 20.....	Registration for returning evening students, 7:00-9:30 p.m.
August 21.....	Registration for new and returning evening students 7:00-9:30 p.m.
August 21, 22.....	Registration by appointment only for new day students
August 22.....	Clean-up registration for all day students 1:00-4:00 p.m.
August 22.....	Clean-up registration for evening students 7:00-9:00 p.m.
August 23.....	Late registration for day students who met all entrance requirements as of August 6, 8:00-12:00 Noon
August 23.....	Late registration for evening students 7:00-9:00 p.m.
August 27.....	Classes Begin
August 27-31.....	Days to correct schedules (9:00 a.m.-12:00 Noon, day students)
August 27-30.....	Evenings to correct schedules (7:00-9:00 p.m., evening students)
August 31.....	Last day to withdraw with refund
September 3.....	Labor Day Holiday
September 24.....	Last day to complete application for graduation
October 19.....	Eight Weeks Progress Report Period ends. Grades are due in Registrar's Office Wednesday, October 24, 9:00 a.m.
October 22.....	Veterans Day Holiday
November 22, 23.....	Thanksgiving Holidays
December 3.....	Last day to withdraw from class with a "W"
December 3.....	Evening classes only. Last day to change from credit to audit
December 14-20.....	Final examinations. All grades due in Registrar's Office on or before 4:00 p.m., December 20
December 20.....	End of Fall Term

## WINTER TERM—1973-74

December 3.....	Last day to make application for admission as a day student, 3:00 p.m.
December 10.....	Last day to complete application procedures as a day student, 3:00 p.m.
December 10.....	Final testing for all new day students who have not

## Calendar

	taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
December 10 .....	Last day to reactivate files for day school
January 2 .....	Faculty Reports
January 2 .....	Orientation and Academic Advising:
	8:00 a.m. to 9:30—Advising—Reactivates
	9:00 a.m. to 10:00—Orientation—New Students
	10:00 a.m. to 12:30—Advising—New Students
	1:30 p.m. to 3:30—Advising those not previously advised
January 3 .....	Registration by appointment for all returning day students
January 3 .....	Registration for returning evening students
January 4 .....	Registration for all returning day students 8:00-12:00 Noon
January 4 .....	New students who were advised on January 2, 1:00 p.m.
January 4 .....	Registration for new and returning evening students
January 4 .....	Clean-up registration for all day students 8:00-12:00 Noon
January 4 .....	Clean-up registration for all evening students 7:00-9:00 p.m.
January 7 .....	Late registration for day students who met all entrance requirements as of December 10, 8:00 a.m.-12:00 Noon
January 7 .....	Late registration for evening students, 7:00-9:00 p.m.
January 8 .....	Classes Begin
January 8-14 .....	Days for correcting schedules (9:00 a.m.-12:00 Noon, day students)
January 8-14 .....	Evenings to correct schedules (7:00-9:00 p.m., evening students)
January 14 .....	Last day to withdraw with refund
February 18 .....	Last day to complete application for graduation
March 4 .....	Eight Weeks Progress Report Period ends. Grades due in Registrar's Office Wednesday, March 7, 9:00 a.m.
April 15 .....	Last day to withdraw from class with a "W"
April 15 .....	Evening classes only. Last day to change from credit to audit
April 12, 15 .....	Easter Holidays
April 29-May 3 .....	Final examinations. Grades due in Registrar's Office by 4:00 p.m., May 3, 1974
May 8 .....	Orientation and Academic Advising (See Spring I Calendar)
May 9 .....	Commencement Exercises

## SPRING TERM—First Session 1973-74

April 8 .....	Last day to make application for admission as a day student, 3:00 p.m.
April 9 .....	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
April 15 .....	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
April 19 .....	Last day to reactivate files for day school
May 8 .....	Orientation and Academic Advising:
	12:00 p.m. to 2:00—Advising—those previously not advised
	1:00 p.m. to 2:00—Orientation—New Students
	2:00 p.m. to 3:30—Advising—New Students
May 10 .....	Registration: Returning students 8:00-12:00 Noon New and reactivated students 1:00 p.m. All evening students 7:00-9:30 p.m.
May 13 .....	Late Registration
May 13 .....	Classes Begin
May 13, 14, 15 .....	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students)

## Faculty

	(7:00-9:00 p.m., evening students)
May 15.....	Last day to withdraw with refund
May 24.....	Last day to complete application for graduation
May 27.....	Memorial Day Holiday
June 14.....	Last day to withdraw from class with a "W"
June 14.....	Evening classes only. Last day to change from credit to audit
June 21.....	Final examinations. All grades due in Registrar's Office by 4:00 p.m., June 21
June 21.....	End of First Session

## SPRING TERM—Second Session 1973-74

June 3.....	Last day to make application for admission as a day student, 3:00 p.m.
June 4.....	Final testing for all new day students who have not taken the Florida 12th grade test or ACT 8:00 a.m. (excluding transfers)
June 14.....	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 14.....	Last day to reactivate files for day school
June 24.....	Orientation and Academic Advising: 8:00 a.m. to 9:30—Advising—Reactivates 9:00 a.m. to 10:00—Orientation—New Students 10:00 a.m. to 12:30—Advising—New Students 1:30 p.m. to 3:30—Advising—Those not previously advised
June 24.....	Registration: Returning students 8:00-12:00 Noon New and Reactivated students 1:00 p.m. All evening students 7:00-9:30 p.m.
June 25.....	Late Registration
June 25.....	Classes Begin
June 25, 26, 27.....	Days to correct schedules due to error only (9:00 a.m.-12:00 Noon, day students) (7:00-9:00 p.m., evening students)
June 27.....	Last day to withdraw with refund
July 8.....	Last day to complete application for graduation
July 4, 5.....	Independence Day Holidays
July 26.....	Last day to withdraw from class with a "W"
July 26.....	Evening classes only. Last day to change from credit to audit
August 6.....	Final examinations. All grades due in Registrar's Office by 4:00 p.m., August 6
August 6.....	End of Term
August 12, 1974.....	Faculty report for Fall Term 1974-75

**CALENDAR DATES ARE SUBJECT TO CHANGE  
WITHOUT NOTICE**

## Faculty

ACKERMAN, KENNETH E.....	Chemistry
B.S., Baldwin-Wallace College	
M.A., Western Reserve University	
ADAMS, FLORENCE C.....	Music
B.M., College — Conservatory of Music of the University of Cincinnati	
M.M., Eastman School of Music of the University of Rochester, N.Y.	

## Faculty

<b>ADAMS, JOHN F.</b> .....	Basic Studies
B.A., Berry College	
M.A., Auburn University	
<b>ALBEE, D. HUGH</b> .....	Music
A.B., B.M., M.M., University of Rochester	
<b>ALBER, KNUD D.</b> .....	Mathematics
B.S., North Carolina State College	
M.Ed., University of North Carolina	
M.A., Louisiana State University	
<b>ALEE, MAX LEROY</b> .....	Psychology
B.A., M.A., University of Florida	
<b>ALLISON, PAUL W.</b> .....	Assistant Dean of Academic Affairs
A.B., St. Lawrence University	
M.B.A., Harvard University	
<b>ALLRED, ELIZABETH T.</b> .....	Biology
A.B., Keuka College	
M.A., Mount Holyoke College	
<b>AMBROSIO, MARTHA A. (Sabbatical Fall Term 72-73)</b> .....	Hotel — Food Service
B.S., M.S., R.D., Florida State University	
<b>ARANT, ODAS E.</b> .....	Art
B.A., M.F.A., Florida State University	
<b>ARCHER, PATRICK</b> .....	Art
B.A., Principia College	
M.F.A., Calif. College of Arts and Crafts	
<b>AUSTIN, LEON F.</b> .....	Electronics
B.S., M.S., Florida State University	
<b>BALDREE, OPAL H. (Sabbatical 1972-73)</b> .....	Data Processing
B.S., University of Illinois	
M.A., Florida Atlantic University	
<b>BARTON, FRANCIS D.</b> .....	Mathematics
B.S., B.S.A.E., U.S. Naval Academy	
<b>BATSON, ROBERT L. JR.</b> .....	Business Administration
B.A., Harding College	
M.A., M.Ed., George Peabody College for Teachers	
<b>BECHERER, FLOYD O.</b> .....	History
A.B., M.A., Washington University	
<b>BELL, ROY E.</b> .....	Physical Education
B.S., M.P.E.H., University of Florida	
<b>BENEDICT, DEAN G.</b> .....	Dental Assisting
B.S.Ed., Ohio Northern University	
D.D.S., Ohio State University	
<b>BENKEN, BARBARA J.</b> .....	Nursing
R.N., B.S., State Univ. College at Plattsburg, N.Y.	
<b>BETZ, VINCENT P.</b> .....	English
B.A., Seton Hall University	
M.Ed., University of Florida	
<b>BLANCHARD, JEANNE D.</b> .....	Nursing
R.N., B.S., San Francisco State College	
M.S., Univ. of Calif., S.F. Medical Center	
<b>BLANTON, BETTY G.</b> .....	Physical Education
B.S., Florida State University	
M.P.E.H., University of Florida	
<b>BLOODWORTH, CAROL J.</b> .....	French, Spanish
B.A., M.A.T., Emory University	
<b>BONVECHIO, CONSTANCE J.</b> .....	Dental Hygiene
R.D.H., A.A.S., State University of New York at Farmingdale	
B.S., Florida Atlantic University	
<b>BOOK, ROBERT L.</b> .....	Engineering Graphics
B.S.Ed., California State College of Pennsylvania	
M.S., Florida State University	

# Faculty

OSWORTH, MARY L.....	Basic Studies, Reading
B.S.Ed., Georgia State College for Women	
M.Ed., Ed.D., University of Miami	
OTTOSTO, SAMUEL S.....	Chairman, Dept. of Social Science
B.S., Columbia University	
M.A., Furman University	
Ed.D., University of Florida	
OYETT, RANDOLPH H.....	Data Processing
A.A., Palm Beach Junior College	
B.S., Florida Atlantic University	
PRIDWELL, CARRIE G.....	English
A.B., Florida A & M University	
M.A., New York University	
PRITTEN, ELEANOR J.....	English
B.S., Florida State University	
M.A.T., Rollins College	
ROWN, MARGARET M. (Sabbatical Winter Term 72-73).....	Librarian
B.S., Alabama State College	
M.S. in L.S., Atlanta University	
RULOCK, RUBY L.....	Mathematics
A.B., Florida A & M University	
M.A., University of Chicago	
M.S., University of Maine	
RUSSELLE, DONALD H.....	English
B.S.E., University of Tampa	
M.S., Florida State University	
UTLER, CAROL S. (Personal Leave 1972-73).....	Biology
B.S., Duke University	
M.A.T., University of North Carolina	
UTLER, PAUL W.....	Counselor, Student Personnel
B.S., Ft. Valley State College	
M.A., Fisk University	
UTTERFIELD, LEE E.....	Chairman, Dept. of Foreign Languages
A.B., H.L.D., Hillsdale College	
M.A., McGill University	
UTTERWORTH, DONALD Q.....	Music
B.M., M.M., Eastern School of Music	
Ed.D., Teachers College, Columbia University	
CAMPBELL, JUDY ANN B.....	Nursing
R.N., B.S., M.A., University of Florida	
TAYLOR, DANIEL P., JR.....	Biology
B.S., Indiana State Teachers College	
M.S., Cornell University	
HANNELL, KENNETH R.....	Glades Center, Social Science
A.B., Trevecca Nazarene College	
M.Div., Duke Univ. Divinity School	
M.A.C.T., Univ. of North Carolina at Chapel Hill	
OLLINS, LAURA R.....	English
A.B., Eastern Kentucky State College	
M.A., University of Kentucky	
ONLEY, CECIL.....	Glades Center, Executive Dean
B.S., M.S., University of Kentucky	
Ph.D., North Carolina State University	
ONNELL, CHARLES K.....	Engineering Graphics
A.A., Palm Beach Junior College	
B.S., M.S., Florida State University	
ONNELLY, OGA.....	English
B.S.E., Pennsylvania State Teachers College	
M.A., University of Michigan	
ONNOLLY, JOHN M.....	English
B.A., M.A., University of North Dakota	
OOK, DONALD W.....	Counselor, Student Personnel
B.S., M.Ed., University of Florida	



# Faculty

<b>COOPER, JAMES A.</b>	.....	Electronics
B.S., Georgia Institute of Technology		
B.S., U.S. Naval Post Graduate School		
<b>CORBIN, RUTH R.</b>	.....	Social Science, Mental Health
B.S., Florida A & M University		
M. in Social Work, Florida State Univ.		
<b>CRANE, JOSHUA</b>	.....	English
A.B., Guilford College		
M.A., University of Florida		
Ph.D., Ohio State University		
<b>CROWLEY, EDWARD J.</b>	.....	English
B.S., Bridgewater State College		
M.A., Boston College		
<b>DAMPIER, H. PAYGE</b>	.....	Social Science
B.S.E., M.Ed., University of Cincinnati		
<b>D'ANGIO, ROBERT A.</b>	.....	Social Science
B.A., M.A., Stetson University		
<b>DARCEY, HELEN B.</b>	.....	Reading
B.A., M.Ed., Florida Atlantic University		
<b>DASHER, PAUL J.</b>	.....	Chairman, Department of Physics and Physical Science
B.S., University of Illinois		
M.A., Ph.D., Indiana University		
<b>DAUGHERTY, L. RAYBURN</b>	.....	Physical Education
A.A., Lindsey Wilson Junior College		
B.S., Lincoln Memorial University		
M.S., Indiana University		
<b>DAVEY, ELIZABETH Y.</b>	.....	Assistant Dean of Student Personnel
B.S., Douglass College, Rutgers University		
M.S., Barry College		
<b>DICKINSON, SARAH L.</b>	.....	English
A.B., Florida State University		
M.A., Duke University		
<b>DIEDRICH, HELEN V.</b>	.....	Counselor, Student Personnel
R.N., Wilmington Memorial Hospital		
B.S. M.S., Florida State University		
<b>DIX, JULIE F.</b>	.....	Nursing
R.N., Mt. Sinai Hospital School of Nursing		
A.B., Hunter College		
M.Ed., Florida Atlantic University		
<b>DOOLEY, RUTH W.</b>	.....	Librarian
B.S. in L.S., Drexel Institute of Technology		
A.B., Indiana University		
<b>DOUGLASS, WILEY C.</b>	.....	Director, Library Learning Resources Center
B.A., Florida State University		
M.A., Appalachian State University		
<b>DUNCAN, WATSON B., III</b>	.....	Chairman, Dept. of English
B.A., M.A., University of South Carolina		
<b>EASTERLING, EDITH F.</b>	.....	English
A.B., B.S., Mississippi Southern College		
M.A., University of Alabama		
<b>EDGERTON, MELVYN C.</b>	.....	Physical Education
B.S., Western Michigan		
M.S., Indiana State		
<b>EDMONDS, RALPH M.</b>	.....	Social Science
B.A., University of Maryland		
M.S., Florida State University		
<b>ERLING, ELISABETH W.</b>	.....	Chairman, Health, Physical Education and Recreation
B.S., Nebraska State Teachers College		
M.A., University of Wyoming		
<b>ESTRADA, SILVIO J.</b>	.....	Music
B.A., M.M., Manhattan School of Music		
Ed.S., Teachers' College, Columbia University		

## Faculty

VANS, HOWARD K. ....	Mathematics
B.S., University of Florida	
M.Ed., University of Georgia	
AQUIR, MARY R. ....	Nursing
R.N., B.S., Florida State University	
AYSSOUX, JACK C., JR. ....	Chemistry
B.S., Memphis State	
M.S., University of Mississippi	
ERGUSON, GWENDOLYN P. ....	Student Personnel, Counselor
B.S., Florida A & M University	
M.Ed., Ohio University	
ERGUSON, JESSE, SR. ....	Guidance
B.S., Hampton Institute	
M.A., New York University	
ITCH, BETTY JEAN. ....	Mathematics
B.S., Otterbein College	
M.A., University of Alabama	
LORY, WILLIAM C. ....	Basic Studies, Speech and Hearing
B.A., M.A., University of Florida	
OLEY, KENAN F. ....	Mathematics
B.A., St. Bonaventure University	
M.S., Syracuse University	
ORSHAY, DAVID A. ....	Social Science
A.B., Florida Southern College	
M.Ed., University of Florida	
OSTER, HAL D., JR. ....	Librarian
A.B., Elon College	
M.Ed., University of North Carolina	
RANKLIN, WALTER A. ....	Business Education
B.S., M.A., George Peabody College for Teachers	
REEDMAN, ARNOLD M. (Pers. Lv. Fall 72-73) ....	Social Science
B.A., Florida State University	
M.A., University of Florida	
ADDIS, EMMETT G. ....	Audio Visualist Librarian
B.S., Western Carolina University	
M.A.(AV), Appalachian State University	
ALBRAITH, WILLIAM B. ....	Physical Science
B.S., Florida Southern College	
M.Ed., University of Florida	
ATHMAN, CRAIG A. ....	Biology
B.S., Alfred University	
M.S., University of Miami	
IBSON, DAVID W. ....	Surveying Technology
B.S., University of Cincinnati	
M.S., University of Miami	
LYNN, PAUL J. ....	Dean of Student Personnel
B.S., New Jersey State College	
M.A., Montclair State College	
ONZALEZ, MARIA E. ....	Business Education
A.A., Palm Beach Junior College	
B.S., M.A., Appalachian State University	
RAHAM, CHARLES G. ....	Assistant Registrar
B.S.E., Arkansas State Teachers College	
M.A., Memphis State University	
RAHAM, PAUL W. ....	Dean of Academic Affairs
B.S., Mississippi State College	
M.A., Ed.D., University of Mississippi	
RAHAM, WALKER A. ....	English
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<b>BOOK, BEVERLY W.</b> .....	Home Economics
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S.T.M., S.T.D., Temple University	
<b>DERRY, JOSEPH F.</b>	Business
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M.E., Florida Atlantic University	
<b>ENNIS, MAE F.</b>	Social Science
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M.S., Purdue University	
<b>FERGUSON, CLYDE P.</b>	Chemistry
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M.A., George Peabody College for Teachers	
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C.L.U.	
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B.A., University of Florida	
<b>MIKELL, WILLIAM WAYNE</b> .....	Glades Center, Banking



## Part-Time Instructors

<b>MILKINS, ROBERT E.</b>	Fire Science Technology
CDAE Radiological Monitoring Instr. Course	
Defense Officers Course	
<b>MODDER, PHILIP C.</b>	Banking
B.S., Florida Atlantic University	
<b>MOODY, DONALD M.</b>	Glades Center, Engineering
B.S., Middle Tennessee State University	
<b>MOONEY, MARION</b>	Glades Center, Nursing
B.S., Vanderbilt University	
<b>MOSES, JAMES H.</b>	History
B.A., University of South Florida	
M.A.T., Florida Atlantic University	
<b>MOUNTS, MARVIN U.</b>	Law Enforcement
B.A., University of the South	
L.L.B., University of Florida	
<b>NORTON, MARLENE M.</b>	Data Processing
B.A., Mt. St. Joseph College	
<b>OBERMEYER, THEODORE</b>	Hotel-Food Service Management
<b>ORR, NATHANIEL J.</b>	Real Estate
B.A., Mars Hill Junior College	
B.S., Stetson University	
<b>PANOS, GEORGE C.</b>	Surveying Technology
R.L.S.	
<b>PERCY, WALTER D.</b>	Banking
B.S., B.A., University of Florida	
Stonier Graduate School of Banking at Rutgers	
<b>PETERSON, NEAL D.</b>	Mental Health Technology
B.A., Beloit College	
M.S., University of Wisconsin	
<b>REPLOGLE, ROBERT LEE</b>	Glades Center, Psychology
B.A., M.A., Ball State University	
<b>ROBINSON, ISAAC, Jr.</b>	Social Science
B.A., Florida A & M University	
M.Ed., Florida Atlantic University	
<b>RUDY, CONSTANCE J.</b>	Art
A.A., Palm Beach Junior College	
B.A., University of Florida	
M.Ed., University of Florida	
<b>ANDEFER, AARON E.</b>	Data Processing
Howard College	
<b>IBLEY, RUTH E.</b>	Fashion Design
Pepin Fashion Academy	
<b>TOVER, DELBERT C.</b>	Law Enforcement
Palm Beach Junior College	
Florida Atlantic University	
<b>YMONS, HOWARD H.</b>	Social Science
B.S., United States Military Academy	
M.A., University of Florida	
<b>ARVIN, WILLIAM L.</b>	Glades Center, English
B.A., M.A., Ph.D., University of Alabama	
<b>EDAMONSON, ALAN</b>	Accounting
A.A., Orlando Junior College	
B.A., University of South Florida	
<b>MMERMAN, NORRIS W.</b>	Insurance
A.B., University of North Carolina	
C.L.U.	
<b>UCKER, CHARLES S.</b>	Horticulture
B.S.A., University of Florida	
M.E., Florida Atlantic University	
<b>AN SON, NELSON L.</b>	Business
A.A., Palm Beach Junior College	
B.S., University of Miami	

## Special Staff

WAINER, MARK .....	Business
J.D., L.L.M., Boston University School of Law	
WARNKE, MARILYN .....	Floral Design
WATSON, SAMUEL L. ....	Social Science
B.S., Florida A & M University	
M.A., Indiana University	
WESTBURY, E. PAUL .....	Glades Center, Engineering
B.S., University of Florida	
M.A., University of South Florida	

## Emeritus Faculty

ALBERTSON, MARY SUSAN .....	Chmn., Biology Dept. 1933-63
B.S., Cornell University; M.A., Columbia University	
BAKER, HOWARD .....	Biology 1958-69
B.S., M.S., Kansas State Teachers' College	
CROZIER, RACHEL F. ....	Dean of Women 1938-63
B.S.E., University of Arkansas; M.A., University of Florida	
DAVIES, SIDNEY H. ....	Social Science 1962-72
A.B., Oglethorpe University	
B.D., M. of Div., Vanderbilt University	
S.T.M., S.T.D., Temple University	
DIXON, ELEANOR R. ....	Business Education 1961-72
A.B., M.A., University of Kentucky	
EARNEST, SUE A. ....	Nursing 1960-72
R.N., B.S., Alabama Polytechnic Institute	
EBERT, REUBEN .....	Mathematics 1965-67
B.Ed., Illinois State Normal University; M.A., Columbia University; Ph.D., New York University	
ENGEL, THEODORE B. ....	Chmn., Dept. of Dental Health Education Services 1962-72
D.M.D., University of Pittsburgh	
FERGUSON, CLYDE P. ....	Chairman, Chemistry Dept. 1956-70
B.S., Middle Tennessee State University; M.A., George Peabody College	
GROSS, IMOGENE A. ....	Chemistry, Physics 1933-56
B.S., Georgia State College for Women; M.A., Johns-Hopkins University	
JENSEN, NINA K. ....	Chmn., Art Dept. 1948-64
B.S., M.A., Diploma of Fine Arts, Columbia University	
MACKENZIE, C. CATHARINE .....	Nursing 1960-70
R.N., B.S., University of Pennsylvania; M.A., Columbia University	
MARTIN, JOHN W. ....	Business Adm. 1966-70
A.B., University of Florida; M.A., Stetson University	
MORSE, MARIAN F. ....	Psychology, Social Studies 1934-55
A.B., Smith College; M.A., Florida State University	
OKERSTROM, THELMA C. ....	Business Education 1955-68
A.B., Marshall College; M.Ed., University of Pittsburgh	
PEED, DOROTHY M. ....	English 1960-69
B.S., Tufts University; M.A., Florida State University	
PHILLIPS, EMMA J. ....	English 1958-70
A.B., A.M., Ph.D., Indiana University	
REYNOLDS, ELIZABETH S. ....	Librarian 1945-63
B.A., Florida State University; B.A. in L.S., Emory University	
SMILEY, LILLIAN .....	Chmn., Nursing Dept. 1959-69
R.N., Washington University School of Nursing	
B.S., M.A., Columbia University	

## Special Staff

BABCOCK, MICHAEL B. (Part Time) .....	Programmer I
A.A., Palm Beach Junior College	
BROFFT, RUTH .....	Bookstore Manager

## Clerical Staff

BUNNELL, PAUL .....	Programmer I
BUSH, LYNN M. .... A.A., Palm Beach Junior College	Systems Analyst, Junior
BUTLER, PEGGY A. (Part Time) .....	Clinic Nurse
EDWARDS, CLAUDE A. ....	Director of Physical Plant
FAQUIR, HAMID .....	Internal Auditor-Accountant
B.S., Florida State University	
FELLNER, ALPHONSE E. ....	Accountant
B.S., University of Florida	
FINTON, LLOYD L. ....	Audio-Visual Technician
HART, PATRICIA D. (Part-Time) .....	Day Care Clinician
HOYLE, LOIS P. ....	Dental Clinician
HUNTER, JEFFREY .....	Senior Programmer
A.S., Palm Beach Junior College	
JONES, RICHARD I. ....	Purchasing Agent
B.S., University of Palm Beach	
KOONTZ, JONATHAN W. ....	Coordinator of News Bureau and Information Services
A.B., High Point College	
M.A., Columbia University	
MEADOR, ANDREW J. ....	Computer Center Manager
NELSON, RUTH (Part Time) .....	Programmer I
ROGERS, J. BARRY .....	Controller
A.A., Palm Beach Junior College	
B.S., Florida State University	
SCHNEIDER, JOSEPH M. ....	Director of Personnel
B.B.A., University of Wisconsin	
SHEPHERD, DENISE .....	Programmer I

## Clerical Staff

ADAMS, JANICE A. ....	Library Clerk I
BAKER, BARBARA .....	Biology Department Technician
BASKIN, ALMA .....	Clerk Typist I
BAXTER, TERESA .....	Clerk Typist I
BELLEMAN, BARBARA R. ....	Clerk Typist II
BEST, CAROLYN L. ....	Apprentice Print Shop Technician
BRADFORD, MARTHA L. ....	Library Clerk I
BRAEUNIG, BARBARA A. ....	Library Clerk II
BROWN, LA VIRA B. ....	Clerk Typist I
CAMPBELL, META C. ....	Clerk Typist II
CARLISLE, ALICE P. ....	Clerk Typist I
CARPENTER, JANICE S. ....	Skilled Tab Equipment Operator
CARROLL, MARJORY R. ....	Clerk
CATES, JOYCE .....	Receptionist Clerk II
CHILDERS, BETTY L. ....	Secretary III
CLERYAN, JACQUELINE .....	Clerk
COLE, LORE R. ....	Clerk
COOK, PATRICIA A. ....	Secretary III
COCCO, MARY K. ....	Clerk Typist I
COLE, EFFIE A. ....	Accounting Clerk I
COVIS, JEAN K. ....	Accounting Clerk V
COPEW, MABEL .....	Clerk Typist I
COVILL, SANDRA J. ....	Clerk Typist II
COVILL, EVELYN .....	Secretary I
COVITT, MAY E. ....	Secretary I
COUSE, ISABELL Z. ....	Clerk Typist I

## Clerical Staff

FOXX, DELORES W.	Clerk Typist I
FRAWLEY, BARBARA G.	Clerk Typist I
FRAZIER, SUE	Secretary III
GERTSMA, VIOLA M.	Clerk Typist
GIEL, MARY A.	Clerk Typist III
GLADDING, MARIAN C.	Clerk Typist
GORDON, GWENDOLYN L.	Clerk Typist I
GRAY, NAOMI J.	Library Clerk
GRIFFIN, BONNIE I.	Secretary II
HAMILTON, MARY J.	Library Clerk II
HANKINS, HARLAND L.	Computer Operator II
HARDY, EDNA M.	Library Technician
HARMEYER, MARJORIE L.	Print Shop Supervisor
HARRIS, GERALDINE C.	Junior Accounting Clerk
HARTER, H. ELISABETH	Clerk Typist II
HOWARD, MARY F.	Clerk Typist I
JACKSON, SOLOMON	Computer Operator
JOFFRE, JANE	Library Clerk II
JOHNSON, ALICE M.	Clerk Cashier
JOHNSON, ARDEASE G.	Secretary II
JOHNSON, MICHELE E.	Clerk Typist II
KAHLE, DOROTHEA Z.	Assistant Bookstore Manager
KENT, LORAIN T.	Clerk
KIGER, ANNA M.	Clerk Typist I
LAIRD, SHARON D.	Clerk
LINN, BETTY J.	News Reporter
MARKWOOD, ALICIA	Purchasing Clerk
MATSON, DARLENE E.	Keypunch Operator
MATTSON, SONIA M.	Accounting Clerk V
McKENNA, JESSIE O.	Records Clerk I
MILLER, JON R.	Print Shop Technician
NIESZ, MILDRED E.	Clerk Typist II
NOBIS, ELIZABETH H.	Secretary IV
O'DONOVAN, LUCRETIA H.	Clerk Typist I
ORSENIGO, MARY B.	Records Clerk II
PITTMAN, ISABEL C.	Clerk Typist I
PLAGER, EDITH	Technical Clerk
POULIOT, CHRISTINE M.	Property Records Coordinator
POWELL, MARY L.	PBX Clerk II
PROFFITT, BARBARA J.	Clerk Typist II
PROSISE, PENELOPE A.	Library Clerk II
RAMOS, MARGARITA	Clerk Typist I
REES, DOROTHY E.	Clerk Typist I
RICH, SHARON B.	Keypunch Operator
ROBERTS, MARIE C.	Library Technician
SANDERS, BETTY J.	Secretary I
SCHMIDT, BETTY J.	Secretary I
SMITH, JOYCE A.	Secretary I
SMITH, ROSWITHA M.	Junior Accounting Clerk
SOUTHARD, MARION W.	Clerk Typist III
SPRAGUE, MARION L.	Accounting Clerk II
ST. BERNARD, JOYCE S.	Secretary I
STEPHENS, GLORIA C.	Clerk Typist
TAYLOR, LORETTA P.	Accounting Clerk IV
TIDDENS, ARLENE	Clerk Typist I



## Clerical Staff

WEIGEL, WILMA T.....	Accounting Clerk IV
WHITE, BETTY.....	Clerk Typist I
WHITLOCK, JOAN.....	Accounting Clerk II
WILLIAMS, LEORA P.....	Clerk Typist II
WILSON, EDNA D.....	Administrative Assistant to Registrar
WILSON, KITTIE L.....	Clerk Typist I
WILSON, TINA E.....	Clerk Typist I
WOODYARD, NORMA A.....	Secretary III
WRIGHT, VANDOLYN E.....	Clerk Typist II
ZIMMERMAN, JOY E.....	Dental Research Clinic Clerk
ZORZI, SHIRLEY A.....	Clerk Typist I



A student's first contact at Palm Beach Junior College is usually the Registrar — or one of his staff



In March, 1973, the Department of Law Enforcement and Corrections will move into a new building on the main PBJC campus. It is the first phase of the four-phase Criminal Justice Complex, which will provide facilities not only for the Law Enforcement and Corrections Department of the college, but also actual working laboratories for community experts. The first phase was built on a base bid of \$268,374. Total cost, funded by a Federal grant, will be more than a million dollars.





## *This Is PBJC*

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## PBJC is the Main Campus

**THE MAIN CAMPUS** of Palm Beach Junior College is located on 114 acres of the table-top flat land of south Florida, sloping gently south and east from the intersection of Lake Worth Road and Congress Avenue to Lake Osborne, west of the city of Lake Worth in Palm Beach County, Florida. (See inside of the front cover.)

Twenty-four buildings, according to the latest schematic, reproduced on the inside of the back cover of this bulletin, are located on this campus. Land and buildings, not including equipment, are valued between \$7 and \$8 million on college records, but would cost much more to replace.

A second center operating both day and evening classes is already underway in Belle Glade, 40 miles to the west but still within the limits of the county, which is the official Palm Beach Junior College district. There are two additional evening class attendance centers in the Glades, and four evening class attendance centers in the more populous coastal areas.

A 108-acre site for a major campus has been purchased in the city of Palm Beach Gardens in northeastern Palm Beach County, and negotiations are currently underway for a 60-acre site for a permanent home for the Glades Center.

The college considers Palm Beach County as a whole, (its legal district), to be the campus of the college.

PBJC is its main campus, buildings and people, but also much more, the new Glades Center and six other attendance centers in Palm Beach County.



**Auditorium**



**.. buildings**

**Business**



**Engineering**

**Science**





and  
people ...



... but is  
also ...



much  
more ...

... the  
new



PBJC



Glades  
Center  
and ...





... six other attendance



Palm  
Beach  
Gardens  
High

Community  
Mental  
Health  
Center



Roosevelt  
Junior  
High  
School

Florida  
Atlantic  
University



## centers in Palm Beach County



Glades  
Central  
Annex

Glades  
Correctional  
Institute



**PALM BEACH JUNIOR COLLEGE** is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The college is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges, the Florida Association of Colleges and Universities and the American Association of Collegiate Registrars and Admissions Officers.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon the satisfactory completion of two years University Parallel work at Palm Beach Junior College.

Accreditation has also been granted by professional organizations for certain specific programs. This professional accreditation is noted in the catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

# History

Palm Beach Junior College came into being in West Palm Beach in 1933 as the result of a number of conferences of civic leaders, led by Joe Youngblood, County Superintendent of Public Schools, and Howell L. Watkins, principal of Palm Beach High School. It was, from the beginning, a co-educational, day-student junior college, with its primary emphasis on preparation for upper division work in colleges and universities.

For its first 15 years, the college scheduled classes at Palm Beach High School.

In February, 1948, under the leadership of its first president, Dr. John I. Leonard, (Mr. Watkins headed the college as Dean for 15 years), the college moved to a 21 acre site at Morrison Field, then a deactivated World War II Air Force Base, and now Palm Beach International Airport. In 1951, reactivation of the base for the Korean Conflict forced the college to move to the Town Hall at Lake Park, where it carried on a curtailed program in cramped quarters for five years.

The Palm Beach County Commission donated the present 114-acre site of the college in 1956, and the state legislature voted \$1,047,000 for buildings. The college had found a permanent campus.

Two years later Dr. Leonard retired, and the college came under the direction of its current president, Dr. Harold C. Manor.

A era of rapid and sound growth in number of students and faculty, number and variety of course offerings and general service to the community brought PBJC from a small junior college of less than 500 students, when it moved into its permanent campus, to more than 5,000 students in the fall of 1968. The college continued and strengthened its role in preparation of students for the upper division of colleges and universities and its excellent academic reputation, but at the same time developed many specialized, business, technical and professional courses designed to be completed in one or two years. The college has expanded rapidly into almost full use of its first permanent campus, and is currently engaged in planning for a second campus, in the northern part of Palm Beach County.

On July 1, 1968, the college, which had been legally governed since its first days by the Palm Beach County Board of Public Instruction, came under the legal custodianship of the Palm Beach Junior College District Board of Trustees.

In the Fall Term, 1972, the college opened a center in Belle Glade offering day as well as evening classes. With the aid of the Glades Steering Committee, temporary facilities were obtained in the Belle Glade Armory and the north wing of Glades General Hospital.

From its inception the college has been maintained by public funds, and holds the distinction of being the first public junior college in Florida. In December, 1947, it became the first junior college in Florida to be supported by funds from the state level.

Its graduates have achieved many distinctions. It is noteworthy that the first two men to head the division of the State Department of Education dealing with junior colleges were both Palm Beach Junior College graduates: Dr. James L. Wattenbarger and Dr. Lee G. Henderson.



## Philosophy

Realizing that there is an ever increasing demand for post high school training at the college level and knowing that many of its area citizens without a community-centered college might be denied the opportunity of pursuing their various educational goals, Palm Beach Junior College is dedicated to providing its students with high quality education at a minimum cost for the benefit of the individual, of the nation, and of society in its efforts to achieve its hope for the future.

## Purposes

In implementing its philosophy, the College has several specific and particular purposes:

- A. The College endeavors to provide the needed curricula in four general areas of instruction.
  1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.
    - a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
    - b. It provides pre-professional studies for admission to professional schools.
  2. It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and a democratic nation — a program that serves both social and individual needs.
  3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession. This program may include liberal arts study to aid him in gaining civic competence and personal adequacy.
  4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational and cultural needs of the area — through the development of community service programs.
- B. Among the several desirable qualities the college seeks to promote in its students are:
  1. Qualities of maturity, leadership and ability to participate in group efforts.

## **Continuing Education**

2. Desirable ethical, moral and esthetic values, attitudes and sensitivities.
3. Knowledge, skills and social and intellectual competencies.
4. Responsible, proficient and informed principles of citizenship.
5. Awareness of the need for self-discipline as being fundamental both to academic excellence and to achievement in any serious endeavor.

## ***Continuing Education***

### **EVENING CLASSES**

Evening classes at Palm Beach Junior College not only serve as an extension of the day program, but seek to meet the educational and cultural needs of the larger adult community. Although most instructors in the evening are full-time faculty members, an increasing number of part-time instructors, representing a wide variety of technical and professional expertise, are utilized. Many credit and non-credit courses are offered in the evening, and most college support services, including library, bookstore, counseling, and selected student activities, are available to evening students.

Most classes meet one night a week; a few meet two nights a week. Credit courses may be taken on a non-credit (audit) basis. Adults 21 years or older may audit courses without having graduated from high school. Applications may be filed at the time of registration.

A separate bulletin listing the courses offered in the evening is published in March, July and November. To obtain a copy of the Evening Classes Bulletin or for general information contact the Registrar's office, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33460.

### **COMMUNITY SERVICES**

Palm Beach Junior College facilities are available for community educational and cultural functions. Many college cultural and entertainment activities, such as concerts, dramatic presentations, art exhibits, lectures and sports events are scheduled throughout the year, and are frequently available to the community. Some events are free of charge to the public. Others charge enough to help defray expenses, or to raise scholarship funds.

The college offers a varied program of short-term non-credit courses, workshops and conferences as a community service. These special classes are scheduled throughout the year as needed. A separate bulletin on Community Services, containing a list of courses and their descriptions, is available through the office of the Coordinator of Evening Classes.

## Continuing Education

A representative list of offerings is given below. It must be understood that all courses listed will never be given in any one term, and availability of any desired courses will be determined by the number of students interested at any given time. To express an interest in any of these offerings, to suggest other courses which might be developed, or to inquire about specific courses currently being planned, contact the Coordinator of Evening Classes.

AC 010	Electrical Estimator	DP 060	Mini-Computer Programming II
AC 090	Air Conditioning I (HARV)	DV 010	Diving Theory, Equipment Maintenance and Repair
AC 091	Air Conditioning II (HARV)	EG 070	Water and Pollution Control
AT 020	Painting As A Pastime	EH 050	Practical Writing
AT 030	Loom Construction and Weaving	EL 010	Technical Review for Electrical Engineers
AT 036	Jewelry Design I	ES 060	Environmental Science
AT 050	Floral Design I	ES 066	Environmental Land Use Conference
AT 051	Floral Design II	HE 062	Consumer Information Workshop
AT 052	Floral Design III	HE 090	Tailoring
AT 061	Picture Frame Making	HE 091	Advanced Tailoring
AT 080	Experimental Photographic Techniques I	HR 061	Laws and Regulations for Lodging Establishments
AT 081	Experimental Photographic Techniques II	HR 062	Laws and Regulations for Food Establishments
AT 082	Silk Screening Techniques	HR 063	Food Service Supervisors Workshop
BA 021	Investment Timing With Charts	HR 070	Restaurant and Hotel Service Management
BA 022	Stock Market and Investment Techniques		
BA 040	Income Tax Procedure		
BA 060-069	Chartered Life Underwriter Certificate Program		



## Continuing Education

BA 070	Accounting Workshop	HR 080	Community Cafeteria Training
BA 090	Small Business Owners' Workshop	HR 090	Baking Workshop I
BA 091	Small Business Administration	HR 091	Baking Workshop II
	Retailing Clinic	HR 092	Baking Workshop III
BA 092	Advertising and Sales Promotion Clinic	MH 010	Experiential Learning in Field Placement
BC 011	Building Construction Practices	ML 050	Steel Product Knowledge
BC 012	Basic Math for Contractors	ML 051	Ready-Mix Concrete Batching
BC 013	Business Management for Contractors	ML 060	Materials Testing Workshop
BC 014	Occupational Safety and Health Act (OSHA)	NG 020	Refresher Workshop for Graduate Nurses
BC 015	Building Construction Codes	NG 021	Dynamics of Interpersonal Relationships for Graduate Nurses
BC 020	Residential Contractors Workshop	NG 030	Intensive Care Workshop
BC 021	Building Contractors Workshop	NG 031	Intensive Coronary Care
BC 022	Journeyman Electricians Workshop	NG 035	Basic Electro-Cardiography
BC 023	Master Electricians Workshop	NG 036	Advanced Electro-Cardiography
BC 024	Journeyman Plumbers Workshop	NG 040	Respiratory Distress Syndrome
BC 025	Master Plumbers Workshop	NG 041	Respiratory Distress Syndrome of the Premature
BC 026	Master Mechanical (Air Conditioning)	NG 090	Team Nursing Workshop
BE 020	Workshop for Legal Secretaries	NG 091	Cancer Conference
BY 010	Lawn and Golf Green Management	NV 050	Chart and Compass Navigation I
BY 020	Basic Ornamental Horticulture	NV 051	Electronic and Celestial Navigation
BY 021	Landscape Design	PH 050	Fundamentals of Radiation in Medicine
BY 022	Landscape Maintenance	PH 051	Applications of Radiation in Medicine
BY 050	Avocado, Citrus and Mango Production	PO 060	Police Supervision and Leadership
BY 051	Tropical Fruit Production	PO 061	Narcotics and Dangerous Drug Education
BY 060	Plant Pathology	PO 065	Crime Scene Sketch and Search Workshop
BY 065	Insect and Pest Control	PR 061	Cub Scout Adult Training Clinic
BY 070	Medical Technology Workshop	PY 020	Workshop for Parole Volunteers
BY 071	Medical Technology Conference	RC 010	Campcraft Certification Workshop
CL 020	Surveying Short Course	RE 050	Real Estate Investment Analysis
CL 021	Understanding Land Descriptions	RE 051	Mortgage Equity Seminar
CL 022	Technical Review for Surveying Exam	RE 052	Income Property Appraising
CL 030	Technical Review for Civil Engineers	SS 010	Family Planning Referral I
CM 010	Custodial Training Course	SS 011	Family Planning Referral II
DH 090	Oral Rehabilitation	TA 050	Introduction to Montessori Method
DH 095	Dental Research Clinic		

## ATTENDANCE CENTERS

Palm Beach Junior College considers the entire county to be its campus. In addition to the main campus in Lake Worth, the college offers classes during the evening at the following attendance centers

### (SOUTH AREA)

Florida Atlantic University  
Boca Raton, Florida 33432

### (NORTH AREA)

Palm Beach Gardens High School  
4245 Holly Drive

Palm Beach Gardens, Florida 33403

### (DOWNTOWN AREA)

Roosevelt Junior High School  
1601 N. Tamarind Avenue  
West Palm Beach, Florida 33407

A wide variety of course offerings is available. For complete information, contact the Coordinator of Evening Classes.

### Main Campus:

Day phone: 965-8000, Ext. 204-205, 8:30 AM-4:30 PM, Mon.-Fri.  
Evening phone: 965-8006, 6:30-9:30 PM, Mon.-Thur.

### Gardens Center:

Phone: 622-3863, 6:30 PM-9:30 PM, Mon.-Thur.  
(Evening only)

## Glades Center

The Glades Center of Palm Beach Junior College offers day as well as evening classes, and is headed by an Executive Dean whose office is located in the north wing of Glades General Hospital.

Classes are held in the Belle Glade Armory, which has been remodeled for this purpose. In addition, classes are also meeting at Glades Central High School Annex and at Glades Correctional Institute.

Inquiries specifically involving attendance at the Glades Center should be addressed to Executive Dean, Glades Center, Palm Beach Junior College, 1185 South Main Street, Belle Glade, Florida.





Voter  
Registration

Student Activities Center





## ***Student Activities***

### **Intercollegiate Athletics**

Palm Beach Junior College offers Intercollegiate competition for men in Basketball, Baseball, Golf, Tennis and Cross Country. Membership in the Florida College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the program operates. The Athletic Program provides for the highly-skilled student an opportunity for good competition, development of skills, and experiences in self-discipline and cooperation.

### **Intramural and Recreational Activities**

Intramural and Recreational activities are sponsored by the Department of Health, Physical Education and Recreation with the assistance of the Student Intramural and Recreational Board. These activities are open to all students who have paid the required activity fee.

The activities represent a broad selection of sports ranging from highly competitive to those of a recreational nature including individual, dual, and team events. Persons involved in these sports may also qualify to represent Palm Beach Junior College in extramural events. Opportunities are available for students to participate in all phases of the program, whether it be planning and organizing activities, playing, or officiating a particular contest.

### **Assemblies**

A series of lectures, musical and dramatic productions, and other assembly programs are provided by the college.

### **College Reading Center**

In addition to the Reading Emphasis sections in basic freshman English Communications, the College Reading Center provides a free program for all students who wish to improve their reading skills—comprehension and speed, vocabulary and study techniques. As a result of diagnostic testing, students are placed in a progressive program for purposes of reading and study improvement. Mechanical devices, resource materials and instructional guidance are provided. A recreational and free reading area, containing varied current reading selections, is also available. The College Reading Center is open from 7:30 A.M. till 3:33 P.M. each day. The program is available for all students during the fall and winter terms.

## **Speech and Hearing Center**

The College Speech and Hearing Center provides free clinical services to students on a voluntary basis. Assistance is available in the following areas: Problem sounds, fluency, rate, voice quality, speech reading, listening skills, and English as a second language. Hearing evaluations are scheduled on a priority basis by appointments.

## ***Student Personnel Services***

### **Placement Tests**

Palm Beach Junior College uses the Florida state-wide placement test for placement purposes. Florida seniors will normally meet this requirement by taking this test during their senior year in high school. Score reports will automatically be available for all Florida seniors who took the test during the 1969-70 school year. Test results prior to 1969-70 will not be accepted.

Out-of-state students or others who have not taken the Florida state-wide test may either appear on campus on the final testing dates listed on the calendar in this catalog to take the required test, or submit scores prior to acceptance from the ACT (American College Testing Program) which is given nationally. Students should contact their guidance counselor for test dates and applications. To insure receipt of ACT scores, this test should be taken in October for admission to the winter term and in April for admission to the fall term.

While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

Applicants who are in Military Service may write and request the Director of Testing to mail placement tests to his education officer who has agreed to administer the test on his base as an aid to complete admission requirements prior to registration assignments. (Applies to first-time-in-college students only.)

### **Orientation**

Days are designated for an Orientation program at the beginning of each term.

A review of college policies, programs, and activities will be presented to assist the student in making the transition to college life.

Entering students will be given the opportunity to meet with the department chairman of the program in which the student plans to study, and arrangements are made at this time for assigning the student an academic advisor.

## Individual Counseling

Professional guidance counselors are available to all students for personal, vocational and educational counseling. Numerous tests are available in the testing center for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in the Guidance Center, AD-1, AD-2, AD-5, the Student Personnel Office and Student Activity Center.

Marriage and family counseling is available from a Faculty-Staff member who is accredited by the Eastern Division of Family Consultants and the International Council of Consultants and the International Council of Consultants on Marriage and Family Relationships.

## Evening Counseling Service

A professional guidance counselor will be available in the main office (Registrar's Office) to provide counseling services for evening students.

## Academic Advisement

Arrangements for academic advising will be made for all entering students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what courses are necessary to accomplish a certain major, as well as graduation from college. The academic advisor will have available for discussion with the student his high school or college transcripts, high school test record and placement test scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary program for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

## Student Health Services

The following services are available in the Student Personnel Office:

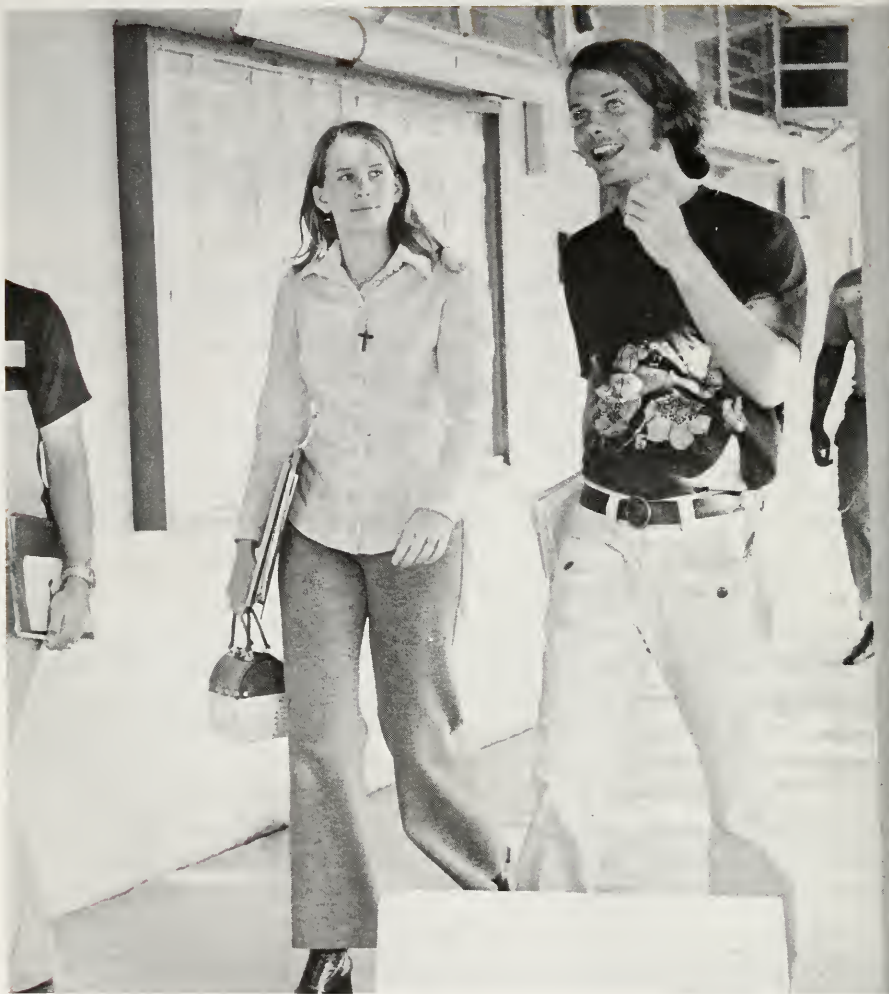
- Health Counseling by appointment

- First Aid treatment — limited medication with parental permission

- Handicapped parking in various areas of the campus

- Student Accident Insurance applications and claim forms

In case of serious accident or illness, the family doctor and/or the parents are notified immediately by the Student Personnel Office.



## Housing

A list of available housing, of landlords who will rent to students without regard to color, race, creed or national origin, may be obtained from the Student Housing Office, Student Personnel Department, upon request. The college is located about three miles from any public transit service. There is no bus line to or from campus. Students and their parents are advised to investigate thoroughly all housing facilities before undertaking any obligations. Students interested in renting a house are cautioned against signing any contractual agreement or making an advance deposit until they have consulted the Housing Office. The college has no dormitory facilities



and has no responsibility for agreements between landlords and students. Students living away from home must complete the Residence Survey Form upon registering.

Students without cars, especially foreign students, should finalize housing arrangements by June 1 for Fall Term enrollment, October 1 for Winter Term, and February 1 for Spring Term Sessions I and II.

### **Food Service**

A cafeteria and snack bar are located in the student dining area. Food is offered at reasonable prices and lunch or snacks may be obtained on all regular school days. Service is cafeteria style, permitting individual selections. Government Surplus commodities are not available for the Junior College, therefore, food prices are necessarily higher than in the county schools.

### **Job Placement**

Placement Services include listings, by Equal Opportunity employers of local part-time, full-time, vacation, and summer jobs, regional employment opportunities throughout the U.S. and foreign countries. Recruiters from business, industry, and the Armed Forces are periodically scheduled for on-campus interviewing.

Notices of job opportunities are posted in the Job Placement office, Student Activity Center, on Departmental bulletin boards, in the Main Office for Evening students, and frequently appear in the Daily Bulletin. Job placement is also done in the various departments.

### **Insurance**

The College recommends that all students purchase student insurance. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Office.

### **Student Handbook**

All rules, regulations and policies pertaining to student conduct and eligibility for various activities, are listed in the Student Handbook which is issued to all students during registration. Each year a student-faculty committee works on the handbook in order to assure sound policies with which to operate to the best advantage for student welfare.



## *Student Financial Aid*

Palm Beach Junior College has a financial aid program to assist qualified and deserving students to obtain an education. Three types of aid are available: Scholarships, loans and student assistantships. All aid is based on financial need as determined by the Parents' Confidential Statement or the Students' Confidential Statement of the College Scholarship Service, Box 176, Princeton, New Jersey 08540. Submission of the financial statement alone does not qualify a student for assistance. A college financial aid application is also required. Applications and information may be obtained from the Office of the Director of Financial Aid. Filing an application authorizes the release of academic records to those involved in granting financial aid.

### **Scholarships**

A limited number of scholarships are awarded each year by the Palm Beach Junior College Scholarship Committee. In order to qualify for one of these scholarships an applicant must be enrolled or accepted for enrollment as a full-time student carrying at least 12 credit hours, have at least a "C" average and show evidence of need. Applications and a financial statement should be submitted to the Office of Financial Aid before July 1. Following is a list of the scholarships for the 1971-72 academic year which were administered through the Office of Financial Aid. Organizations which did not go through the Scholarship Committee or notify the Committee of such awards may not be listed.

AAUW—Palm Beach County Chapter  
Abington, Mass. Citizens Foundation  
Altman, E. F.  
American Legion of Boca Raton  
American Legion Post #12-W. Palm Beach  
American Legion Aux. of Lake Worth  
American Legion Aux. #268 Riviera Beach  
Amicita, Inc.  
Anonymous Donor #6  
Anonymous Donor #7  
Anonymous Donor #8  
Anonymous Donor #9  
Atlantis Alphas  
Baseball Commissioner  
Beta Sigma Phi-Eta Phi Chapter  
Bethesda Memorial Hospital Auxiliary  
Brevard Dental Auxiliary  
Brewer, Gilbert Schp—Lake Worth Rotary  
Broward County Dental Society Aux.  
Brown, Dick Memorial—Lake Worth H.S.  
Bus. & Prof. Women's Club of Boca Raton  
Bus. & Prof. Women's Club of Jupiter  
Carlton, Polly-Memorial  
Civitan Club of Delray Beach  
Civitan Club of Lake Worth —  
Lt. Randy Engram Memorial

Key Club of Forest Hill High School  
Keyette Club of Forest Hill High School  
Keyettes of John I. Leonard High School  
Keyette Club of Twin Lakes High School  
Kiwanis Club of Delray Beach  
Kiwanis Club of Jupiter/Tequesta  
Kiwanis Club of Lake Worth  
Kiwanis Club of Riviera Beach  
Kiwanis Club of Southside  
West Palm Beach  
Kiwanis Club of West Lake Worth  
Kiwanis Club of Westside  
West Palm Beach  
Knights of Pythias of Florida  
Lake Worth City of, Fire Department  
Lake Worth High School Student Council  
Lake Worth Playhouse  
Leonard, John I. High School Faculty  
Lilienthal, Eleanor—Memorial  
Lions Club of Lake Worth  
Lions Club of Southside West Palm Beach  
McArthur Dairy  
Massachusetts Bd. of Higher Educ.  
Mather/Cummings  
Motec (Community Service)  
Music Department

- Civitan Club of Lake Worth —  
Bill Tittle Music Scholarship
- Civitan Club of Southboro
- Coterie Club of The Palm Beaches —  
Lucy & William Fletcher  
Memorial
- Coterie Club of The Palm Beaches —  
Doris Gathman Memorial
- Davidson, Sidney — Memorial
- Delta Kappa Gamma—Theta Chapter
- Depeyster Foundation
- Disabled Veterans Holding Co.  
of Sarasota, Fla.
- Duncan, Watson, B. III
- Elite Community Club
- Elks Club of North Palm Beach
- Ellis, Eugene—Memorial
- Engle, Dr. Theodore, Dental Aux.
- Eschenbacher, Ethel A. Trust Fund
- Exchange Club of Lake Worth
- Exchange Club of South West Palm Beach
- Faculty Athletic Committee Scholar —  
Athlete Award
- Finlandia Foundation
- Finnish Workers Education Club
- Florida Hotel/Motor Hotel Assoc.
- Fla. Nurses Assoc. District #9
- Forest Foundation—W. Godsoe
- Ft. Lauderdale High School
- Fraternal Order of Police Associates —  
Lake Worth Lodge #1
- Fraternal Order of Police Lodge #2  
West Palm Beach
- Gatto, Robert
- Geller, Harry
- Gem & Mineral Society of  
The Palm Beaches
- Glades Cooperative Educational Fund
- Gold Coast Senior Golf League
- Golden Palm Festival
- Haire, Kurt-Scholarship
- Hardman, Gary—Memorial
- Healy, Harriett
- Indian River County Citizen's  
Investment Foundation
- Insurance Women of Palm Beach County
- Jaycees of North Palm Beach  
Palm Beach Gardens
- Jaycees of North Palm Beach  
Palm Beach Gardens Auxiliary
- Johnson's, Howard of Florida
- Junior Woman's Club of Belle Glade
- Junior Woman's Club of Boynton Beach
- Junior Woman's Club of Boynton Beach —  
Miss Boynton Beach Pageant
- Junior Woman's Club of Lake Worth
- National Secretaries Association —  
Palm Beach Chapter
- Nina Haven Charitable Foundation
- Office & Professional Employees  
International Union Local #426  
Levittown, Pa.
- Palm Beach County Hospitality  
Book Foundation
- Palm Beach County Hospitality  
Educational Foundation
- Palm Beach County Hotel Association
- Palm Beach County Legal Secretaries Assoc.
- Palm Beach County Medical Soc.  
Women's Auxiliary
- Palm Beach County Principal's Assoc.
- Palm Beach Junior College  
Scholarship Fund
- Palm Beach Junior College Women's Club
- Palm Beach Mall Merchants Association
- Palm Springs Volunteer Fire Dept.
- Panhellenic Society of West Palm Beach —  
Esther C. Holt Scholarship
- Parker, Ruth
- Plumosa School Faculty Scholarship
- Pompano Beach Sr. High School Work Day  
Scholarship
- Quota Club of The Palm Beaches
- Rinker Companies Foundation
- Roosevelt & Kennedy High Schools  
Class of 1961
- Rotary Club of Palm Beach—Foundation
- Rotary Club of West Palm Beach—South
- St. Paul's Episcopal Church Rectors Fund
- Sales & Marketing Club of PBJC
- Sons of The American Revolution
- Soroptimist Club of Lake Worth/Lantana
- Taylor Funeral Home
- Temple Israel Men's Club
- Tittle, Bill Memorial—of Forest Hill  
High School
- United Commercial Travelers
- V.F.W. of Lake Worth Post 3588
- West Palm Beach City of—Fire Dept.
- Wilson, Elizabeth Frust Fund
- Winn Dixie Stores Foundation
- Woman's Club of Boynton Beach
- Woman's Club of Deerfield Beach
- Woman's Club of Jupiter/Tequesta
- Casaurina Women's Club of Lantana
- Woman's Club of Palm Beach Gardens
- Woman's Club of West Palm Beach
- Z Club of Atlantic High School
- Zeta Phi Beta Sorority —  
Delta Epsilon Zeta Chapter
- Zonta Club of The Palm Beaches
- Kennedy, John F. Memorial Hosp. Aux.

## Financial Aid for Specific Programs

### ART

**COTERIE CLUB OF THE PALM BEACHES.** Cash award for an art major.

**ELEANOR LILIENTHAL MEMORIAL SCHOLARSHIP.** Cash award for an art major.

**NATIONAL LEAGUE OF PEN WOMEN, BRANCH OF THE PALM BEACHES.** Cash award to an art major.

### ATHLETICS

A number of grants-in-aid are available to those who are eligible to compete in varsity athletics. Athletes should contact the Athletic Director or the athletic coaches.

### DATA PROCESSING

**dePEYSTER FOUNDATION.** For a Data Processing major with a high academic average.

### DENTAL

**ALPHA XI DELTA ALUMNAE CLUB OF THE PALM BEACHES.** A small loan fund available to Dental Hygiene students.

**AMERICAN FUND FOR DENTAL EDUCATION.** Scholarship to a Dental Laboratory Technology student.

**L. M. ANDERSON MEMORIAL SCHOLARSHIPS.** Two awarded by the Advisory Committee of the Department of Dental Hygiene and Dental Laboratory Technology with recommendations of the staff of the Dental Health Department.

**BROWARD COUNTY DENTAL SOCIETY AUXILIARY SCHOLARSHIP.** Available to residents of Broward County.

**DR. ENGEL DENTAL AUXILIARY SCHOLARSHIP FUND.** \$50 for a student in each of the Dental Hygiene, Dental Technology and Dental Assisting Programs.

**EDUCATIONAL TRUST FUND FROM THE AMERICAN DENTAL ASSOCIATION.** Several \$800 scholarships based on high academic achievement.

**JULIETTE A. SOUTHARD SCHOLARSHIP TRUST FUND.** Scholarships to a Dental Assisting Student.

**MIAMI DENTAL AUXILIARY SCHOLARSHIP FUND.** Available to residents of Dade County.

**PALM BEACH COUNTY DENTAL SOCIETY, DENTAL EDUCATION LOAN FUND.** Loans available on the basis of need, character and ability.

**PAWLEY SCHOLARSHIP.** \$450 awarded by the State Dental Committee.

### EDUCATION

**PALM BEACH COUNTY PRINCIPALS' ASSOCIATION.** For residents of Palm Beach County.

**PALM BEACH COUNTY ASSISTANT PRINCIPALS' AND DEANS'.** For residents of Palm Beach County.

### HOTEL—RESTAURANT AND FOOD SERVICE

The following donors provided scholarships in 1971-72 for full time students majoring in the Hotel-Motel program.

Florida Hotel and Motor Hotel Association Trust Fund—Statler Foundation

Palm Beach County Hospitality Educational Foundation, Inc.

Mrs. Harriet Healy

Howard Johnson's of Florida

## LAW ENFORCEMENT

**FEDERAL LAW ENFORCEMENT EDUCATION PROGRAM.** Any full time employee of a law enforcement or corrections agency is eligible for a grant covering tuition and books upon agreement that they serve two years in that agency upon completion of the courses for which they receive the grant. Full-time students in the Law Enforcement Program are eligible for loans up to \$1,800. Loans may be canceled by working in a law enforcement capacity.

**FRATERNAL ORDER OF POLICE LODGE NO. 2 WEST PALM BEACH.** Two \$250 scholarships for a Police Science Major.

**PALM BEACH COUNTY ASSOCIATION OF CHIEFS OF POLICE.** For residents of Palm Beach County.

**EUGENE ELLIS MEMORIAL SCHOLARSHIP.** \$300 for residents of Palm Beach County.

## MUSIC

**FLORIDA ATLANTIC MUSIC GUILD SCHOLARSHIP.** \$750 in scholarships awarded annually to music majors with exceptional talent. Recipients are selected by auditions.

**LAKE WORTH SOROSIS SCHOLARSHIP.** The sum of \$250 is granted to the music department to assist worthy students with their applied music courses fees. Selection of recipients is determined by talent and financial need.

**MUSIC STUDY CLUB, West Palm Beach, Florida.** The Palm Beach Junior College Music Major Achievement Award \$100.

**THE RAYMOND JOHN WEAN FOUNDATION SCHOLARSHIP.** \$200 for a Music Major. Recipients are selected by audition.

**SOROPTIMIST CLUB OF LAKE WORTH-LANTANA.** \$225 is awarded to a Music Major from the Lake Worth-Lantana area.

**MUSIC AND DRAMA CLUB.** \$75 is awarded to a Music Major selected by audition.

**MU SO LIT CLUB.** \$50 is awarded to a Music Major selected by audition.

**PALM BEACH COUNTY MUSIC TEACHERS ASSOCIATION.** \$75 is awarded to a Music Major selected by audition.

## NURSING

**AMERICAN LEGION AUXILIARY OF RIVIERA BEACH MEMORIAL UNIT 268.** For a widow or child of a veteran.

**BETHESDA MEMORIAL HOSPITAL WOMEN'S AUXILIARY.** Several scholarships in health related fields.

**GILBERT BREWER SCHOLARSHIP.** Recipient works in J. F. Kennedy Hospital one year for each year scholarship is used.

**SIDNEY DAVIDSON MEMORIAL SCHOLARSHIP.** Recipient must practice nursing in John F. Kennedy Hospital one year for each year scholarship is used.

**DISTRICT 9 FLORIDA NURSES ASSOCIATION.** \$300 for a second year student in District 9.

**DISTRICT 40 NURSES ASSOCIATION SCHOLARSHIP.** For student in the south Palm Beach County area.

**ETHEL A. ESCHENBACHER TRUST FUND.** A non-interest loan available to black students entering the nursing program.

**PALM BEACH COUNTY MEDICAL SOCIETY.** A scholarship for a student in the health related professions.

**PALM BEACH COUNTY VOITURE 290-40 et 8.** Five \$100 scholarships for nursing students.

**ST. MARY'S HOSPITAL WOMEN'S AUXILIARY.** A \$250 scholarship for nursing students.

**SOROPTIMIST CLUB OF LAKE WORTH-LANTANA.** Scholarship for a needy student in UNITED COMMERCIAL TRAVELERS. For a sophomore girl, single, under 21 years of age, resident of Palm Beach County.



### State Scholarships

**STATE VOCATIONAL REHABILITATION SCHOLARSHIPS.** The Division of Vocational Rehabilitation under the Department of Health and Rehabilitative Services provides limited assistance for those persons who are physically handicapped. Applicants should contact the Director of Vocational Rehabilitation, 2711 Exchange Court, West Palm Beach.

### Loans

**AMERICAN ITALIAN CLUB LOAN.** Limited loans are available for use in upper division. Students must be residents of Palm Beach County.

**COLLEGE STUDENT LOAN.** A loan fund has been established to permit a student to borrow from \$10 to \$50 on an emergency basis. Loans are made only to students who are in good standing and cannot be used for registration fees. Freshmen must wait until after progress reports are issued to be eligible. Loans must be repaid one week before examinations of the term in which the loan is made.

**FEDERALLY INSURED LOANS.** Through Federal assistance loans up to \$1500 a year are available through the student's local banks after approval by the college. Students must be citizens or nationals of the United States and carry at least one half of the full-time academic load at the college.

**FLORIDA STUDENT LOAN.** Students who have been bona fide residents of the State of Florida for at least two years and whose family income is below \$15,000 may borrow up to a maximum of \$1,200 a year to be used for tuition, books and housing. Repayments at 4% interest begin six months following graduation or termination of full-time attendance.

**SERVICE CLUB LOANS.** A number of loan funds are available from various clubs and organizations in the community. Information may be obtained from the Director of Financial Aid.

**STUDENT GOVERNMENT LOANS.** Loans of varying amounts are available to Palm Beach Junior College Graduates for use in upper division. They are granted on the basis of academic achievement and need.

### Student Assistantships

**ASSISTANTSHIPS.** A number of campus jobs are available to students who may not qualify for the Federal Work Study Program.

**COOPERATIVE-EDUCATION PROGRAM.** Jointly sponsored by the College and Southern Bell Telephone and Telegraph Company, afford students the opportunity of working full-time during the Winter Term (earning \$1200-\$1500), and continuing their studies during the Fall and Spring Terms.

**FEDERAL WORK STUDY.** This program permits eligible students to work in jobs on campus up to fifteen hours a week. Applications should be submitted at least two weeks before the term begins. A financial statement will be required.

### Scholarships for Graduates

**DR. R. BLICHER,** two awards. A gift scholarship to sophomore graduate to pursue her education in dental hygiene. A gift award to the graduating dental hygiene student exhibiting outstanding clinical ability.

**CALVIN W. CAMPBELL MEMORIAL SCHOLARSHIP.** A \$1000 gift scholarship awarded annually by First Federal Savings & Loan of West Palm Beach in memory of its founder. Awarded on basis of scholastic achievement and need, this scholarship is renewable for an additional \$1000 for the senior year if winner has successful junior year. Preference is given students planning to pursue upper division study in a Florida state-supported college or university.



**ROBERT LEE CHASTAIN** Four \$250 scholarships based on need and academic achievement. May be used at a college of the student's choice.

**GEE AND JENSON CONSULTING ENGINEERS, INC.** A \$500 scholarship to a graduating sophomore who plans to enroll in a school of engineering at the college or university of his choice.

**HALSEY & GRIFFITH, INC.** A \$1000 gift scholarship awarded in honor of the company's customers to a graduating sophomore on basis of achievement and need. Restricted to those going to a Florida state-supported college.

**JAYCEES OF WEST PALM BEACH.** A \$250 scholarship awarded to a male who resides in West Palm Beach. Awarded on basis of scholastic promise, financial need and personal worth of candidate.

**JUNIOR WOMAN'S CLUB OF NORTH PALM BEACH.** \$1000 gift scholarship, \$500 for each two years in upper division.

**LAKE WORTH AMERICAN LEGION POST NO. 47.** \$500 gift scholarship, renewable, to Lake Worth High School graduate who is a permanent Lake Worth resident needing financial assistance.

**LAKE WORTH ART LEAGUE.** \$200 to graduating sophomore majoring in art.

**MEDICAL SOCIETY OF PALM BEACH COUNTY.** Two \$800 gift scholarships to students planning to complete training for medical or science career.

**PALM BEACH CHAPTER OF FLORIDA ENGINEERING SOCIETY & LADIES AUXILIARY.** \$200 gift scholarship to student accepted in a Florida school of engineering.

**PALM BEACH COUNTY SCHOLARSHIP FOUNDATION.** Four \$500 awards to graduates entering upper division.

**DONALD PATERSON INTERIOR DESIGN SCHOLARSHIP.** To an Interior Design major entering upper division.

**PERSONNEL ASSOCIATION OF PALM BEACH COUNTY.** First term tuition and fees at a State university to a male student majoring in business administration or personnel.

**BURT REYNOLDS SCHOLARSHIP FUND.** An undesignated amount to sophomore graduate to pursue drama study.

**STUDENT GOVERNMENT.** Four scholarships of \$300 based on service to the college. No restrictions to be placed on college or university attended.

## BJC Concert Choir



## *Student Body Organizations*

### **Student Government**

The management of clubs and many other student activities is vested in the Executive Department of the Student Government Association along with the elected Student Senate under the general direction of the Dean of Student Personnel and his staff. Some on-going student activities are managed by the Academic Department to which they are attached, working cooperatively with students engaged in that activity.

Students have the right to suggest to their elected representatives in the Student Senate and Executive Department any activities that may profit the general welfare of the students. Students also serve in conjunction with faculty on committees that are dedicated to improvement of the welfare of the student and the college.

### **Honorary Organizations**

**PHI THETA KAPPA.** Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholastic ten per cent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

**PHI RHO PI.** Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior college. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

**PHI RHO PI ALUMNI CHAPTER.** Florida Alpha Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

**SIGMA EPSILON MU.** This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and to provide recognition for junior college students majoring in the fields of science, engineering and mathematics. To be eligible for membership, a

regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

**SIGMA PHI ALPHA.** Alpha Pi chapter was established in 1968 and is the Dental Hygiene Honor Society. Its purpose is to promote, recognize and honor scholarship, service and character among students and graduates of dental/oral hygiene.



## Student Publications

**THE BEACHCOMBER.** The Beachcomber, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management. The Beachcomber has earned many state and national awards in recent years.

**THE GALLEON.** The Galleon, the college yearbook, is published in the late spring. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the yearbook.

**MEDIA.** Students are urged to submit contributions to Media, the college literary magazine. Poetry, short stories, essays, short plays are always needed. Subject matter is unrestricted. Material submitted is judged solely by a student editorial board. Interested students are given an opportunity each fall to become a member of this board. Media is published in the spring of each year. Material should be submitted from September until January 30, the earlier the better.

## Special Interest Groups

Palm Beach Junior College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures for the establishment and chartering of a special interest group. A list of such groups now chartered is printed below.

The titles of these groups are generally descriptive of their activity. If additional information is needed, it may be readily obtained from the Director of Student Activities.

While formation of special interest groups is encouraged by the college, student interest changes from year to year, and the continuance of any activity is obviously dependent upon student interest. All the listed groups have been functional in the recent past, and will be continued if there is sufficient student interest.

### SPECIAL INTEREST GROUPS

Alumni Association  
Amateur Radio Club  
Art Club  
Chess Club  
Foreign Language Club  
Forensics  
Junior American Dental  
Hygiene Assn.  
Organization of Afro-American Affairs  
Political Union  
Religious Groups  
Sales and Marketing Club  
Science Club  
Student Education Association  
Students for International Understanding  
Student Contractors and  
Builders Assn.  
Student Nurses Association  
Young Democrats  
Young Republicans  
Veterans Association

### MUSIC ORGANIZATIONS

College Band  
Concert Choir  
Brass Ensemble  
Music Educator's National  
Conference  
Percussion Ensemble  
String Ensemble  
Woodwind Ensemble  
Jazz Ensemble  
Music Theater Guild  
Pacesetters

### SOCIAL CLUBS

Philo  
Thi Omega  
Alpha Phi Delta  
Thi Del  
Phi Da Di  
Chi Sig

### SERVICE CLUBS

Campus Gold  
Circle K — Ke-ettes  
Civitan — Civinettes  
Collegiate Jaycees





## *General Regulations*

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## *Methods of Admissions*

### **CERTIFICATE OF GRADUATION**

The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university. Blank certificates, conveniently arranged for the desired data, will be sent to all principals and, upon application, to prospective students.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state high schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admissions Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

### **STATE HIGH SCHOOL EQUIVALENCY DIPLOMA**

Legal residents of Florida who are at least 18 years of age may qualify for this diploma upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education which is an official testing center for the State Department of Education.

Applicants who have a diploma (high school equivalent) obtained through General Educational Department Tests, issued by a State Department of Education are eligible for admission in good standing. The diploma must be in the Registrar's Office before an acceptance letter will be granted.

### **ADMISSION POLICIES**

Palm Beach Junior College makes no distinction on the ground of race, color, or national origin in the admission practices or any other practices of the institution relating to the treatment of students.

In order to maintain the college ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason deemed sufficient. Decision on admission rests with the registrar.

One of the conditions for entrance into Palm Beach Junior College is that the student gives his authorization for the college to release transcripts to governmental and educational institutions.

In accordance with Florida Statutes, no student will be admitted to Palm Beach Junior College for a period of two years who has previously been expelled from a junior college or university within a two-year period for unlawful possession, sale or use of narcotic drugs, or for campus disruptions.

## Dual Enrollment

Exceptionally well qualified Florida high school seniors who have earned a minimum of 10 credits above grade nine with a "B" or better average may, upon written recommendation of their high school principal, enroll at Palm Beach Junior College for a maximum of seven credit hours per term in the Fall and Winter Terms and four credit hours in the Spring Term, prior to their graduation from high school.

Students in this program are encouraged to enroll in day classes, but may enroll in evening classes. They are responsible for their own transportation. Regular fee schedules apply.

Dually enrolled students are considered to remain essentially high school students, and it is the responsibility of the student and his high school to insure that requirements for graduation from high school are met. It is the responsibility of the Dual Enrolled student to take the Florida 12th Grade Placement test at his high school.

Students who are dual enrolled will not be permitted to participate in College activities.

## Early Admissions

High School seniors meeting all the requirements for dual enrollment, and also scoring in the 90th percentile of the general tests of the College Boards (SAT) or of the American College Tests (ACT) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Junior College. In some instances, credits earned during the early admission period may be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized.

A student in the early admissions program is considered to be a junior college student, but it remains the responsibility of the student and his high school to see that all high school graduation requirements are met.

Students approved for early admission will be eligible for student activities on the same basis as any other full time student.

## Advanced Placement

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferrable to Florida institutions of high education participating in a state-wide agreement.

## College Level Examination Program (CLEP)

College credit may be awarded for acceptable scores on the College Level Examination Program tests developed by the Educational Testing Service, Princeton, New Jersey.

Students presenting official transcripts of acceptable scores will be awarded credit with a maximum of 30 semester hours on College Norms. Credits may be earned in the following areas: **English, Natural Sciences, Mathematics, Humanities, Social Sciences-History.**

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institutions to which he expects to transfer and determine the acceptability of this credit.

CLEP credit will allow some students to exempt lower level college courses in General Education. Students receiving CLEP credit must register for advanced courses in the areas exempted to secure additional credit. Entries on official transcripts will be labeled "Credit by Exam." Entries on transcript in columns of "Hours Attempted" and "Quality Points" will be omitted.

## Military Service Credits

Palm Beach Junior College grants no credit for military service, attendance in military schools, or for United States Armed Forces Institute (USAFI) courses.

Credit is not granted for USAFI high school or college level General Education Development Tests. However, students may use these GED scores to help secure an Equivalency Diploma from a state department of education.

## Transfer Students

A student is classified as a transfer student if he has previously registered at any other college or university regardless of the amount of time spent in attendance or credit earned.

1. **Students who are not permitted to return to the institution they last attended will not be admitted to Palm Beach Junior College until they have remained out of school for one full term.**
2. **Transfer students whose grade point averages do not meet the cumulative point average of Palm Beach Junior College's probation policy will be accepted only on academic probation.**
3. Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and the official transcript of the work done in the college or

university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.

4. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.
5. Transfer students enrolling in either session of the Spring Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college in lieu of transcript. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they **MUST** file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.
6. Students transferring from an institution of higher learning which is not accredited by the Association of that area are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.
7. Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "D" or higher. All courses on the transcript are considered in calculating quality point average for student standing and for meeting graduation requirement.
8. Any student who has been suspended for disciplinary reasons at any college or university is not eligible for admission.

## Transient Students

Students currently attending other colleges or universities who plan to enroll at Palm Beach Junior College as a visiting student for a session(s) of the Spring Term should complete Palm Beach Junior College Application or Admission Forms or, if they have previously been students at PBJC, reactivate their records. An official college transcript or a letter of good standing must be mailed directly to the Registrar's office.

Transient students are not required to submit a Medical Examination Form, but may substitute the Medical Statement Form for Evening or Transient students.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Junior College.

## Foreign Students

Palm Beach Junior College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures. Additional requirements for foreign students are:



## Foreign Students

1. Applications must be made at least three months prior to the term in which a student plans to enroll.
2. Foreign transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. These records, when evaluated by the United States Office of Education or a standard guide currently used at PBJC, must meet admissions standards.
3. Foreign applicants must present evidence of proficiency in speaking, writing, and understanding the English language by submitting scores on the Test of English as a Foreign Language (TOEFL). This test (TOEFL) is administered by ETS, the Educational Testing Service, Princeton, New Jersey, 08450, U.S.A. The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results be sent to the Registrar's Office at PBJC. Successful completion of a program in "English as a Foreign Language" taken in residence at an American institution of higher learning may be accepted in lieu of the test of English as a Foreign Language.
4. Applicants must present a statement from a local sponsor who will assume responsibility for housing accommodations and transportation, if necessary. PBJC has no bus service. The nearest public transit system is in Lake Worth, three miles from campus. Inquiries regarding sponsors should be directed to the Foreign Student Advisor four to six months prior to the expected date of enrollment.

Students on student visas are required by law to have sufficient funds to cover all living expenses, tuition, and fees for a minimum of one year. Prior to the time the student registers for courses each term, these funds must be available. No financial aid is available to new foreign students. Limited funds for emergencies are sometimes made available by local community organizations through the Foreign Student Advisor's Office.

Applicants will be notified by the Registrar of their acceptance and will be provided with Form I-20A as required by the United States Immigration Office, Department of Justice.

## Change of Regulations

The college reserves the right to deny admission to any applicant and to change any of its rules, courses, regulations, calendar and charges without notice.



## ***Admission Procedures***

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

### **1. ADMISSION FORMS**

Apply to the Office of the Registrar for admission forms. Fill out the application form in detail, have the resident affidavit notarized (page 4 of application form), forward completed application to the Registrar, together with one identification photograph (approximately 2" x 2"), BEFORE processing the other forms.

### **2. TRANSCRIPTS**

Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College. If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

### **3. STUDENT PERSONNEL HEALTH SERVICES FORM**

Fill out Student Personnel Health Services form and return it to the Registrar or Student Health Services. A Health Information card must be filled out at registration, and updated at each subsequent registration.

### **4. PLACEMENT TESTS**

In order to be eligible for registration, a student must either (1) have taken the Florida Statewide Twelfth Grade Tests given to all Florida high school seniors since 1970 or (2) take the tests at the college on the date designated in the college calendar or (3) submit scores on the ACT (American College Testing Program) which is given nationally in October, December, February, April and July. While transfer students are not required to submit test scores, it is highly recommended that they do so if credit in the first course in English and Math has not been earned at the former institution.

### **5. ACCEPTANCE**

Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.

**Any student falsifying application records will be subject to immediate dismissal without refund.**

## Specialized Programs

All students must complete the five steps listed above. Additional requirements for certain specialized programs are listed below. Requirements must be completed BEFORE admission to college.

### NURSING

All students entering the Nursing Program are required to take the college placement examination unless they have twenty-four hours of credit accepted by the Nursing Department.

Freshmen whose placement scores put them in both remedial mathematics and remedial English, and students who score 150 or less on the twelfth grade placement test shall be required to complete twenty-four hours of work before entering the Nursing courses. These twenty-four hours will be courses required in the Nursing curriculum.

Students on academic probation shall remove this probation before being admitted to the Nursing Program.

If a student, by virtue of academic failure, is required to drop the Nursing course, she shall be readmitted to the program one time. After the second such academic failure the student must appear before the Admissions Committee before readmission.

All students entering the Nursing Program must have a completed physical examination form on file prior to acceptance into the program.

Priority will be given to Florida residents. Applicants for the Associate Degree Nursing Program must have completed all of the above requirements by May 1. Applications received after this date will be considered if vacancies are available.

Students may challenge the Nursing courses if previous experience and academic preparation warrants. Challenge examinations must be arranged through the department chairman. Examinations for Fall courses must be completed before June 1, and courses for the Winter must be challenged before November 1.

Students must be United States citizens or must file a declaration of intention of becoming citizens before writing the Florida State Board of Nursing licensure examination.

Both men and women are eligible to apply regardless of marital status. There is no age limit. However, graduates must have attained the age of nineteen to write the licensing examination in Florida.

If a person has successfully completed a course in high school chemistry within the past five years, the CY101 may be waived. If a prospective student has not had this course, it is advisable that she enroll in a college chemistry course during the Second Session of the Spring Term prior to the entrance into Nursing in the Fall.



### **OPERATING ROOM TECHNICIAN**

All students entering the Operating Room Technician Program must score satisfactorily on the specific test for surgical technicians. This includes a general aptitude test with manual dexterity and finger dexterity. The test is to be arranged through the Testing Center at the Junior College.

### **DENTAL HEALTH SERVICES**

For the purposes of sanitation, safety and to develop professional pride in appearance, there are specific requirements in laboratory and clinic dress for all Dental Health Services students.

### **DENTAL HYGIENE**

Applicants must (1) take ADHA Dental Hygiene Aptitude Test given in November and February; (2) submit results of Florida 12th Grade Test, not more than three years old, (given at PBJC in December); have dental examination, results of which are recorded on form furnished by college; (3) be a resident of Florida; (4) have a personal interview with staff of Dental Hygiene Department; (5) complete all requirements by April 1 (except that high school seniors may, pending graduation, submit partial transcripts covering all but final semester's work).

### **DENTAL ASSISTING**

Applicants must (1) have a dental examination, results of which are recorded on form furnished by college; (2) have a personal interview with staff of Dental Assisting Program.

### **DENTAL LABORATORY TECHNOLOGY**

Applicants must (1) successfully complete the dexterity test administered by the Dental Lab Technology staff; (2) have a personal interview with staff of D.L.T. Program.

### READMISSION TO DENTAL HEALTH PROGRAMS

Should a Dental Health student voluntarily withdraw before completion, fail to meet course requirements and decide to return, it will be necessary to:

1. Re-apply as a new student.
2. All student records must be updated to be considered for the new class.
3. If accepted for re-admission, it will be necessary to audit all dental courses already completed.

### Reactivated Students

A student who wishes to return to Palm Beach Junior College for day classes after an absence of one or more terms should:

- (1) Write Registrar's Office by deadline date in current calendar requesting that his records be made active.
- (2) File for additional forms or transcripts necessary to update admission records.

Acceptance letter will be issued upon completion of items (1) and (2).

### Dual College Enrollment

A currently enrolled student at Palm Beach Junior College may not attend another institution, except with permission from the Registrar's Office of Palm Beach Junior College.

Credit will not be granted at Palm Beach Junior College if a student is enrolled in another college without permission during the same session. The Palm Beach Junior College registration will be cancelled and there will be no refund of fees.

Florida Atlantic University and Palm Beach Atlantic College students must have approval of the Dean of his or her college to attend PBJC. Forms may be obtained in the Registrar's Office, Florida Atlantic University or Palm Beach Atlantic College.

### Handicapped Students

Students who meet admission requirements will be accepted, if the Admissions Committee feel that they can succeed in normal classroom situation on the college level without extra assistance. Students who are not able to continue under the above circumstances will be asked not to return by the Admissions Committee.



## PBJC Fees

All fees are due at the time of registration. The College has no provisions for the extension of credit of any kind. No registration will be completed until all matriculation fees, tuition fees, and miscellaneous fees have been paid in full; nor may a student attend classes until this is accomplished. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: One for registration fees and one which may be used to purchase books and supplies.

### FEES FOR FULL-TIME STUDENTS

#### IN-STATE STUDENTS

(See Student Classifications, Page 70-71)	Per Term
Matriculation Fee .....	\$110.00
Student Activity Fee (Fall and Winter Terms) .....	15.00
State Scholarship Fee .....	4.50
Total In-State Fees	\$129.50

#### OUT-OF-STATE STUDENTS

Tuition Fee .....	\$200.00
Matriculation Fee .....	110.00
Student Activity Fee (Fall and Winter Terms) .....	15.00
State Scholarship Fee .....	4.50
Total Out-of-State Fees	\$329.50

### FEES FOR PART-TIME STUDENTS

#### Matriculation, Tuition, and Student Activity Fees

Hours Enrolled	In-State Students	Out-of-State Students	Includes Activity Fee of:
1-3 .....	\$ 36.00	\$ 83.00	\$ 3.00
4-6 .....	72.00	166.00	6.00
7-8 .....	75.00	169.00	9.00
9 .....	108.00	259.00	9.00
10-11 .....	115.00	285.00	15.00

### FEES FOR SPRING TERM STUDENTS

Students enrolling for the Spring Term will be charged fees according to the Schedule of Fees for Part-Time Students.

## Special Fees

#### MISCELLANEOUS FEES

Transcript Fee .....	\$1.00
Two transcripts, whether partial or final, are furnished free of charge. Additional transcripts will not be issued until this fee is paid.	
Special Term Examination Fee .....	3.00



## PBJC Fees

Special Announced Test Fee .....	2.00
Breakage Card Fee .....	2.50
Graduation Fee, Winter Term .....	9.00
Graduation Fee, Other Terms .....	6.00
(An additional fee of \$3.00 is charged graduates of Fall, Spring I and Spring II Terms, if the student wishes to take part in commencement exercises.)	
Late Registration Fee .....	(\$5.00 per course with a maximum of \$20.00)
Returned Check Fee .....	5.00

## AEROSPACE TECHNOLOGY FEES\*

AS 132 .....	\$190.00
AS 133 .....	523.00
AS 232 .....	1,390.00
AS 233 .....	1,549.00
AS 234 .....	860.00
Total .....	4,512.00

The fees above are for a minimum number of dual, solo, Link and oral hours required for the average student to successfully complete each course. In the event that a student does not complete the FAA examination in this minimum number of hours the contractor will extend the hours of training required for the student to achieve a level of competency to pass the examination. Additional hours needed to reach this level will be charged to the student at the following rates:

Oral Instruction ..... \$ 5.00 per hour

Dual Instruction

Cessna 150 ..... 19.00 per hour

Cessna 172, 177 ..... 24.00 per hour

Solo Flight Time

Cessna 150 ..... 14.00 per hour

Cessna 172, 177 ..... 19.00 per hour

Fees for flight instruction are paid by the student directly to the vendor providing the service. Refunds, if applicable, are mutually agreed upon the student and vendor.

## GROUP AND INDIVIDUAL MUSIC FEES

MC 120, 121, 122, 220, 221, 222	
Applied Music-Instrumental .....	\$30.00
(One 1/2 hour private lesson a week)	
MC 123, 124, 223, 224 Applied Music-Instrumental .....	\$60.00
(Two 1/2 hour private lessons a week)	

\*Aerospace Technology fees are estimates and are subject to change.

MC 130, 131, 132, 230, 231, 232 Applied Music-Voice..	\$30.00
(One 1/2 hour private lesson a week)	
MC 133, 134, 233, 234 Applied Music-Voice.....	\$60.00
(Two 1/2 hour private lessons a week)	
MC 141, 142 Class Voice .....	\$20.00
(Class lessons, 2 class hours weekly)	
MC 151, 152, 251, 252 Class Piano.....	\$20.00
(Class lessons, 2 class hours weekly)	
MC 161, 162 Class Guitar.....	\$20.00
(Class lessons, 2 class hours weekly)	
MC 226, 227, 228, 229 .....	\$20.00
(Brass, Woodwind, String, Percussion Techniques—Class Lesson)	

## PHYSICAL EDUCATION FEES

Bowling* .....	18.75
Life Saving & Water Safety, Swimming* .....	15.00

\*Fees estimated and are subject to change

## SHORT COURSE, NON-CREDIT FEES

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering.

## OTHER INDIVIDUAL PROGRAM COSTS

Students enrolled in the two-year Nursing Program must purchase approved insurance, uniforms and provide for transportation to the hospitals or clinical assignments. Dental Hygiene students must purchase insurance and special kits of instruments as well as approved uniforms. Art, Engineering Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks. Photography students must furnish an acceptable camera, photographic film and paper. The estimate below includes a range of \$55 to \$80 for an acceptable camera. The approximate minimum cost for the uniforms, equipment and materials for these specialized programs are as follows. Most of these items may be purchased in the college bookstore.

Nursing students .....	\$ 25.00
Dental Hygiene students .....	300.00
Dental Lab Technology .....	80.00
Dental Assisting .....	90.00
Engineering students .....	\$ 50.00
Photography students .....	75.00-100.00

## REFUNDS

Students who withdraw from college within the first five class days of any term, (except Spring Term) not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. The student withdrawing must notify Registrar.

## Federal Education Benefits

### STUDENT ACTIVITY FEE

A student activity fee must be paid at the beginning of each term by each student. These funds are distributed to certain on-going student activities, such as Athletics, Galleon, Beachcomber, Intramural and Recreation Board, Assemblies, and Student Government Association on an approved percentage basis. Those funds administered by the Student Government Association are budgeted to cover a wide variety of activities, such as dances, club activities, and others. Payment of this fee entitles the student to be admitted free to most programs and social activities of the college.

### DELINQUENT ACCOUNTS (INCLUDING RETURNED CHECKS)

Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the time period specified, the Assistant Dean of Students will inform the student that he has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College, and have all academic records frozen until the account is cleared.

### STUDENT FEE AUDIT

An audit of all fees collected will be conducted by the College staff at the close of each registration.

In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them.

## Federal Education Benefits

### VETERANS ADMINISTRATION

The college is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act or Aid to Veterans' Dependents should apply to the St. Petersburg Regional Office or the College Registrar's office.

Veterans are urged to contact personnel in the Veterans Section of the Registrar's office when V.A. Application is being made.

Upon enrollment, veterans and veteran-dependents are required to pay a regular fees and charges, the same as other students, except for disabled veterans attending under Title 31, who are certified by V.A. prior to enrollment. Upon certification by the college and the Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

Time	Regular Term	Six-Week Term*
Full	12 or more sem. hrs.	4 sem. hrs.
3/4	9-11 sem. hrs.	3 sem. hrs.
1/2	6-8 sem. hrs.	2 sem. hrs.
Fees Only	1-5 sem. hrs.	1 sem. hr.

\*Combination of six-week and 12-week term is figured individually. The VA allows nothing for widows or children if the student drops below 1/2 time.

A person claiming benefits and eligible to receive a monthly subsistence check should be prepared to finance in full his expenses for the first two or three months. When full eligibility is established, a subsistence check should be expected by the 10th of each month.

### SOCIAL SECURITY

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full time attendance in an educational institution. Full time at PBJC is 12 credit hours.

## Probation and Suspension

A student must maintain a satisfactory scholastic standing or be placed on probation. In order to remain enrolled at Palm Beach Junior College, a student must have a cumulative grade point average of:

- 1.4 or better for 1 through 14 semester hours attempted**
- 1.6 or better for 15 through 27 semester hours attempted**
- 1.8 or better for 28 through 45 semester hours attempted**
- 2.0 or better for over 45 semester hours attempted or be placed on probation.**

It is recommended that students on probation limit their academic loads to 12 semester hours for any school term, 6 semester hours during each session of the Spring Term.

To remove probation, a student must earn sufficient quality points to bring his cumulative average up to the standard set for that number of semester hours. If he fails to remove probation at the end of the term, he will be suspended for one term unless he earns the cumulative average of the standard set for that number of semester hours or an average of 2.0 or better on all work attempted in the immediate term.

**A regular student who passes none of his work attempted in a given term is subject to automatic suspension for one term, whether he has previously been on probation or not. A student readmitted following suspension will be admitted on probation and be subject to all regulations pertaining to probation.**

Probation will be figured at the end of each school term (December, May, August.) A committee on probation will be appointed by the President to pass on appeal cases. The Committee on Probation will meet the first day of each registration period to consider appeal cases. Application for an appointment must be made in the Assistant Dean of Academic Affairs office prior to the above date. Suspension is automatic; students with questions should see the registrar.



## **Student Residence Classification**

A student's residence classification is determined at the time of his first registration at Palm Beach Junior College. Minors may change to Resident Students at the change of term after their parents or legal guardians have been in Florida for 12 months. (Proof of guardianship required.)

### **RESIDENT STUDENT**

A student is considered a Resident Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration at Palm Beach Junior College. Legal papers proving his guardianship must accompany the application of students claiming Resident Student classification through a legal guardian.

### **OUT-OF-STATE STUDENT**

Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bona fide permanent residence in the State of Florida for at least 12 months immediately preceding his registration he will be classed as an Out-of-State Student and be subject to the Out-of-State tuition fee. (Proof of guardian required.) Employees of the Board of Public Instruction or of Palm Beach Junior College who are themselves students at PBJC and who wish to request a waiver of Out-of-State tuition fees may obtain the proper form from the County Superintendent's office or from the college.

### **SOPHOMORE AND FRESHMAN**

A student is considered a sophomore when he has completed twenty-four semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-four hours of credit, he is a freshman.

### **REGULAR AND SPECIAL**

A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. A Spring Term student must carry 5 semester hours in each six-week session to be considered a regular student during that session. Although audit courses carry no credit, they are counted as part of the student's load in figuring probation and maximum load allowed. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.



## AUDITORS

A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must be regular in attendance, but not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor. No day student is permitted to change to audit after he has registered for credit in the course.

## Attendance

### CLASS ATTENDANCE

A student must attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. Complete regulations are in the Student Handbook.

### WITHDRAWAL POLICY

1. The student will have complete responsibility for registering and withdrawing from class. If a student does not withdraw from class, he receives the grade (A, B, C, D, F) he has earned. A "W" will not be initiated by an instructor.
2. The two week limitation prior to the start of final exams will still be retained.

Exceptions:

- (a) The student may withdraw from SCHOOL right up to the start of final exam week.
- (b) During Spring I and II, the student may withdraw from class up to **one week** before the final exam.
3. It will be the student's responsibility to **complete** the official withdrawal procedures:
  - (a) IN PERSON: normal procedure with drop slip.
  - (b) BY TELEPHONE OR MAIL: for **extenuating circumstances** to be judged and processed by the Assistant Dean of Students.
4. A student will receive an automatic "F" if he misses more than 25% of his class meetings, **unless** he withdraws in accordance with the above stated policies.

In the case of extreme extenuating circumstances, a teacher may grant a student permission to remain in the course beyond the 25% maximum. In these cases, the student would receive the grade earned.

### ABSENCE FROM EXAMINATIONS

Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

## Grading

### GRADING SYSTEM

The following grading system is used in Palm Beach Junior College:

A—Excellent

B—Good

C—Fair

D—Poor but Passing

F—Failure

I—Incomplete

W—Withdrew

AU—Audit

NC—Non-credit Course

### QUALITY POINTS

At the end of each term, quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of hours attempted.

### GRADE REPORTS

Grade reports are sent to students twice a term. The only grades officially recorded are those issued at the end of a term or session.

### DEAN'S LIST

Students who attend Fall or Winter Term and earn 15 or more semester hours credit with a 3.0 or higher average, will have their names placed on the Dean's List for that term. Students enrolled in the Spring Term will be eligible for the Dean's List if they attend both sessions and earn 12 or more semester hours credit with a 3.0 or higher average (B or better).

### STUDENT LOAD

Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Dean's List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours during a regular term and 14 semester hours during the 12-week Spring Term.

### INCOMPLETE WORK

Incomplete work "I" will be counted as a failure in computing grade point average.

### INCOMPLETE GRADES

Incomplete grades are changed to "F" automatically if not made up within 2 weeks after end of term.

## Policies

### STUDENT CONDUCT

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the college are formulated by the District Board of Trustees, the Faculty of the college, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the college.

### STUDENT RECORDS

All official records of a student's work are recorded in the Registrar's Office. Palm Beach Junior College releases a student's records to all institutions at a student's written request. Official records are available to any Government representative (properly identified, i.e. FBI, Social Security and Armed Forces investigators). Written requests from parents are honored by sending an unofficial transcript of a student's work currently on file. Transcripts are sent only upon written request of the student. There is no charge for the first two transcripts. A \$1.00 fee should accompany each additional request. Allow at least one week processing and mailing time for transcript request.

Students having unpaid accounts to the college will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript for any student whose account with the college is delinquent.

### PREREQUISITES

A student who registers for any course for which he has not completed the prerequisite will be required to drop the course.

### REGULATION CHANGES

Any statement in this catalog is subject to change by the Administrative Committee of the college. Any question concerning the interpretation of any regulation in this catalog will be referred to the Registrar, and his decision will be final.

### REPEATED COURSES AND ACADEMIC AVERAGE

As of December, 1970, only the last attempt of a repeated course is used in grade point average computation.

No student may repeat a course in which he has previously earned a grade of "C" or better, except on an audit basis.

## CORRESPONDENCE COURSES

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- (1) The course was administered by a regionally accredited institution.
- (2) The minimum grade "C" was earned.
- (3) The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.
- (4) None of the final 15 semester hours before graduation may be through correspondence.

Palm Beach Junior College does not offer correspondence courses.

## CERTIFICATION AND REGENCY OF CREDIT

Palm Beach Junior College maintains an up-to-date approved list of courses offered which will apply towards certification and/or recency of credit for teachers. It is the responsibility of the individual teacher to insure that courses desired meet individual requirements. These individual requirements must be resolved with the Florida State Department of Education.







## *How To Choose Your Program*

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## *How to Choose Your Program*

In making your decision to seek a college education, one of the basic questions you need to answer is: "How long do I plan to stay in college?" At PBJC, more than half the students plan initially to stay in college for four years — two years at PBJC and two years at some other college or university. They are all enrolled in "University Parallel" courses, leading to an Associate in Arts Degree. If you are planning to obtain a four-year college degree, or more, you should read carefully the section under Associate in Arts Degree below.

Many students feel that they need additional training beyond high school, but are aiming for mid-management levels in some business or profession. A growing number of PBJC students plan to stay in college for only two years, completing their formal college education at PBJC in a "Specialized, Business, Technical, Professional Program" and earning an Associate in Science Degree. If you are one of these, you should read the section under Associate in Science below.

The third broad category of PBJC students are not interested in a degree from college and should read the section below called "Non-Degree Programs." Some of these students will be interested in the one-year programs offered by the college. Others will be persons who want more out of life, and know they can attain this end through education, but have no need for formal recognition of their academic efforts. These students should read the material under "Continuing Education" in the "This is PBJC" section.

## **Non-Degree Programs**

A student who does not desire a degree may work out whatever individual program suits his own educational need. He may register for one or more courses in the day or in the evening.

The college offers a growing number of formalized non-degree programs, with certificates awarded upon successful completion. A list of these non-degree programs, and the page number where additional information may be obtained, follows.

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## Associate in Science

The degree of Associate in Science is awarded upon successful completion of a two year Specialized, Business, Technical or Professional Program approved by the college. The aim of the A.S. Degree program is to fit the student for immediate entry into the business, professional or industrial life of the community with a degree of training which would lead to mid-management levels.

If your answer to the question, "How long do I plan to stay in College?" is, "Not more than two years," you should make your selection of program from those listed below in the Specialized, Business, Technical and Professional list. If you plan to stay in college for four or more years, you should look under the University Parallel list.

It is important to note that students who choose Associate in Science Degree programs are NOT qualifying themselves for transfer to the junior year at a State University. If a combination of immediate job training plus possible continuation for a four-year degree is desired it is better to plan your program with a guidance counselor, using a University Parallel program as a base.

### GRADUATION REQUIREMENTS FOR A.S. DEGREE

All students who wish to graduate from Palm Beach Junior College must fulfill the eight requirements listed under the general heading "Graduation Requirements" on Page 79. Students are expected to complete all the courses in the program in which they are registered.

### GENERAL EDUCATION REQUIREMENTS FOR A.S. DEGREE\*

Students must complete the specific courses in General Education listed below."

<b>Area I</b>	<b>COMMUNICATIONS</b> .....	<b>6 hours</b>
	EH 101 and 102 or 110, Freshman Communications.....	6
<b>Area V</b>	<b>SOCIAL SCIENCES</b> .....	<b>6 hours</b>
	SS 101 Social Institutions .....	3
	AND	
	SS 102 Political Institutions .....	3
	OR	
	PL 201 American National Government.....	3
	OR	
	HY 201 United States History to 1865 .....	3

It will be noted that General Education requirements for the A.S. degree are considerably relaxed from the rigid specifications necessary for the Associate in Arts Degree. Students enrolled in A.S. degree programs who do not meet all A.A. degree requirements, may complete 36 hours of General Education and have this noted on transcript, PROVIDED the Registrar is notified of this intention when the student applies for A.S. degree. See "Alternate or Second Degree" following "Associate in Arts."

\*Some specialized occupational programs do not need to meet all of the above General Education requirements. However, all courses listed in course outline programs in the catalog must be completed in their entirety.

## Associate in Arts

If you have any intention of going to college for four years, you should choose your course from the University Parallel list below, and complete all requirements for the Associate in Arts Degree at Palm Beach Junior College. The excellent record made by PBJC students in four-year colleges and universities throughout the U.S. and abroad has been maintained by the academic standards set for this degree. The student must expect strict adherence to these standards.

While all state universities in Florida will accept as Juniors most students who have completed an A.A. Degree at Palm Beach Junior College, completion of the degree does not always qualify for admission to the junior year in certain schools and colleges within the Universities. Each college has specific course requirements which must be met.

If you plan to go into a College of Arts and Sciences, for instance, you should include two years of a foreign language at PBJC. Some colleges require two years each of biological and physical sciences. It is important that you investigate transfer requirements in the school or college you plan to attend as early as possible, in order to fit the proper courses into your program at PBJC.

### GRADUATION REQUIREMENTS FOR A.A. DEGREE

Read carefully the eight steps under the general heading "Graduation Requirements" on page 62. Students bear the primary responsibility for meeting all these requirements.

### GENERAL EDUCATION REQUIREMENTS FOR A.A. DEGREE

You must complete a minimum of 36 semester hours of work in the six subject areas as specified below.

Note that the general education requirement has already been worked into the programs listed in the last section of this catalog. A student must earn a cumulative "C" (2.0) for all subjects, in order to graduate.

<b>Area I</b>	<b>COMMUNICATIONS</b> .....	<b>6 Hours</b>
	EH Freshman Communications .....	6
<b>Area II</b>	<b>MATHEMATICS</b> .....	<b>3 Hours</b>
	MS 106 Mathematics for General Education or higher .....	3
<b>Area III</b>	<b>NATURAL SCIENCES</b> .....	<b>7 Hours</b>

### TWO OF THE FOLLOWING

BY 100—105 Principles of Biology; Principles of Biology Laboratory .....	4
BY 101—103 General Botany; General Botany Lab .....	4
BY 102—104 General Zoology; General Zoology Lab .....	4
CY 101* General College Chemistry .....	4
CY 102 General College Chemistry and Qualitative Analysis .....	4
PH 201 General Physics .....	4
PH 202 General Physics .....	4

## Graduation Requirements

PH 205	General Physics with Calculus I .....	4
PH	General Physics with Calculus II .....	4
PS 101	Survey of Physical Science .....	3
PS 102	Survey of Physical Science .....	4

\*CY 100 Introduction to Chemistry may be substituted for CY 101. (Only one of these may be applied to the General Education program.)

**Area IV HUMANITIES ..... 6 Hours**

### ONE OF THE FOLLOWING

EH 201	English Literature to 1660.....	3
EH 202	English Literature after 1660 .....	3
EH 203	World Literature to 1600.....	3
EH 204	World Literature after 1600 .....	3
EH 205	American Literature to 1865 .....	3
EH 206	American Literature after 1865.....	3

### AND ONE OF THE FOLLOWING

AT 110	Art Appreciation .....	3
AT 110	Appreciation of Art.....	3
AT 115	History and Appreciation of Art (Foreign Study) .....	3
AT 215	History of Art I.....	3
AT 216	History of Art II .....	3
MC 110	Music Appreciation .....	3
MC 115	Music Appreciation (Foreign Study) .....	3

**Area V SOCIAL SCIENCES..... 6 Hours**

SS 101	Social Institutions .....	3
	AND	
SS 102	Political Institutions .....	3
	OR	
PL 201	American National Government.....	3
	OR	
HY 201	United States History to 1865 .....	3

**Area VI ELECTIVES\* ..... 8 Hours**

**Total 36 Hours**

\*As selected from the areas above of Communications, Mathematics, Natural Sciences, Humanities and/or Social Sciences and approved by academic advisor.

## Graduation Requirements

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

- (1) Students must have 64 semester hours for graduation. Not more than 4 semester hours of music organization and 4 semester hours of P.E. activity credit will be allowed.



## Graduation Requirements

- (2) The last 15 semester hours of credit must be earned in residence. The student must be in attendance during the term in which he makes application for graduation. In all cases, graduation must follow a term in which the student is in attendance. Dates for the final application for graduation are listed in the college calendar in this Bulletin. It is the responsibility of the student to meet this deadline.
- (3) **A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.**
- (4) All regular students will be required to complete four semester hours in a physical education activity and it is recommended that students enroll in a physical education activity each term until requirement is met. Exceptions to this requirement are: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, students enrolled in evening classes, and students enrolled in certain specialized programs. Other students may be excused from the physical education program or a part thereof by a medical certificate.
- (5) Every graduating student must complete a course in Health, either HH 101—Perspectives on Healthful Living, or HH 230—Life Science and Health. Not more than 3 credit hours in Health will be allowed toward graduation, except as specifically authorized in the curricula of specialized programs. This requirement may be waived by satisfactorily passing a standard written Health examination. A student must decide to take the Health examination prior to registration for HH 101 or HH 230. After registration for HH 101 or HH 230 this requirement may be met only by satisfactory completion of the course.
- (6) **Students must make formal application for graduation on the form furnished by the Registrar and filled out by the counselor.**
- (7) Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.
- (8) **General Education requirements as specified under Associate in Science and Associate in Arts above. Completion of General Education requirements cannot be certified until all other requirements of the degree have been met.**
- (9) To obtain full benefit of articulation agreements between Palm Beach Junior College and Florida state university systems, a student must fulfill all graduation requirements.



- (10) **Articulation Agreement** between colleges and universities in Florida effective date of April 13, 1971 has given us a deadline as follows: Students who are awarded AA Degrees after August 31, 1972 at Palm Beach Junior College must have 60 semester hours of **ACADEMIC WORK EXCLUSIVE OF OCCUPATIONAL COURSES AND BASIC REQUIRED PHYSICAL EDUCATION COURSES.** General Education Certification of an approved program of not less than 36 semester hours is required.

### **Alternate or Second Degrees**

Occasionally a student will wish to earn both the A.S. and the A.A. Degree from PBJC. This can be done, but requires 15 additional credits after the first degree is awarded, plus completion of all requirements for both degrees.

Sometimes students who discover near graduation that they have not completed all requirements for the A.A. Degree, but can graduate with an A.S., choose to accept the A.S. in order to graduate with classmates. As explained in the footnote under "A.S. Degree" this is perfectly acceptable as a procedure. An A.S. granted in this way does not require the completion of all of the requirements of any one of the standard Specialized, Business, Technical and Professional programs.

Students who adopt this procedure sometimes return for an additional term to complete general education requirements before transferring to a university. The Registrar must be notified in writing on a General Education form of student's intention to work toward General Education requirements. Such a procedure does not allow the conferring of a second degree unless a total of 15 credit hours have been earned beyond those required for the first degree.

## ***Help in Making Your Choice***

The entire faculty at Palm Beach Junior College is utilized in an effort to match each student with the program best suited to meet his educational objectives. Students fall into major groups, and these two groups go for help to different members of the faculty.

### **STUDENTS WHO KNOW THEIR MAJOR AREA OF INTEREST**

If you have defined your educational goals to the point where you can select your major area of interest, you will be advised by members of the faculty to the department of your major. The index of Departments and Majors below will lead you to the listing for your department in the last section of the catalog. There you will find the faculty advisors for your major listed, as well as the suggested program in your major.

### **MAJOR FIELD UNDECIDED**

While it is important for you to choose your major field as early as possible, it is recognized by the college that many students can not yet make this decision, and others may discover they have made a wrong choice.

## Departments and Majors

A staff of guidance counselors is available in the Student Personnel Department to assist the undecided student in making out a satisfactory program. Information on career opportunities and four-year colleges and universities is available at the counseling center.

## Departments and Majors

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Architecture (A.A.) IBM Code 01-003 .....	97
Art Education (A.A.) IBM Code 01-001 .....	97
Art History (A.A.) IBM Code 01-008 .....	98
Commercial and Graphic Arts—Tech. (A.S.) IBM Code 01-010 .....	97
Fine Arts (A.A.) IBM Code 01-006 .....	99
Interior Design (A.A.) IBM Code 01-005 .....	100
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Medical Illustration (A.S.) IBM Code 01-007 .....	102

### BIOLOGY

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General Biology (A.A.) IBM Code 02-026 .....	108
Marine Biology (A.A.) IBM Code 02-035 .....	108
Medical Assistant (A.S.) IBM Code 02-030 .....	109
Medical Laboratory Technician (A.S.) IBM Code 02-032 .....	110
Plant Sciences (Agriculture) (A.A.) IBM Code 02-028 .....	111
Pre-Lab Technology (A.A.) IBM Code 01-032 .....	111
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Management (A.A.) IBM Code 03-052 .....	116
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Sales and Marketing (A.A.) IBM Code 03-052.....	116
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## Instructors IBM Code List

Office	Instructors by Department	IBM No.
	ART (01)	
HU-54	Miles, Dr. James B., Chairman	226
HU-54	Arant, Mr. Odas E.	360
HU-54	Archer, Mr. Patrick	210
HU-54	Gray, Mrs. Josephine M.	252
HU-54	Hale, Mr. Reuben A., Jr.	190
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SC-11-A	Maxwell, Mr. Alan B.	318
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BA-308	Busselle, Mr. Donald H.	180
BA-211	Collins, Mrs. Laura R.	204
SS-02-B	Connelly, Mrs. Olga	301
BA-309	Connolly, Mr. John M.	182
AU-Up	Crane, Dr. Joshua	124
BA-225	Crowley, Mr. Edward J.	123
BA-211	Dickinson, Mrs. Sarah L.	369
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SP-04	Graham, Mr. Walker	305
BA-311	Gunderson, Mrs. Helen C.	372
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3rd Floor	Dooley, Mrs. Ruth W.	508
3rd Floor	Foster, Mr. Hal D., Jr.	517
1st Floor	Gaddis, Mr. Emmett G.	530
2nd Floor	Howard, Mrs. Ivor L.	504
2nd Floor	Roberts, Mr. Benjamin S.	520
1st Floor	Thomas, Mr. Milton U.	510
1st Floor	Wade, Mrs. Idella B.	522

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BA-323	Wing, Mrs. Ruth W., Chairman	221
AD-12-E	Alber, Mr. K. Dennis	202
BA-130	Barton, Mr. Francis D.	361
BA-113	Bullock, Miss Ruby L.	295
AD-12-D	Evans, Mr. Howard K.	343
BA-127	Fitch, Miss Betty Jean	219
AD-12-A	Foley, Mr. Kenan F.	344
BA-131	Hendrix, Mr. Daniel W.	299
AD-12-E	Hitchcock, Mr. Paul W.	367
TE-24-A	Saile, Miss Marcia C.	306
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BA-225	Shaw, Mr. Robert G.	296
BA-212	Sweet, Mr. Raymond W.	273
AD-12-B	Travis, Mr. Richard L.	220
AD-12-D	Van Wyhe, Mr. William K.	319
BA-113	Whatley, Mrs. Mildred M.	230
AD-12-A	Yount, Mr. Robert L.	357

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HU-03	Royce, Miss Letha Madge, Chairman	106
HU-09	Adams, Miss Florence C.	308
HU-07	Albee, Mr. D. Hugh	201
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A-212	Dix, Mrs. Julie F.	154
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SS-01-A	Pugh, Mr. Edwin V.	334
SS-57-D	Robinson, Mrs. Trinetta W.	250
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SAC-10	Davey, Mrs. Elizabeth Y., Asst. Dean of S. Per. & Dir. of Student Activity Center	525
AD-05	Moss, Mr. Robert C., Asst. Dean of S. Per.	515
AD-01	Butler, Mr. Paul W.	523
AD-02	Cook, Mr. Donald W.	524
S. Personnel	Diedrich, Miss Helen V.	247
AD-01	Ferguson, Miss Gwendolyn P.	502
AD-01	Ferguson, Mr. Jesse E.	535
AD-1st Flr.	McLaughlin, Mr. Frank J., Evening Counselor	528
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	Channell, Mr. Kenneth R., Social Science	231
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## How To Use This Section

If you have read the preceding section, and have chosen, or are in the process of choosing, your area of major interest, you will want to examine the program suggested by your department for the major. You will want to read a description of the course in your program, and choose the electives to meet your own educational objectives. Follow these simple steps:

**1. Turn to your department.**

Suppose your interest is in Art and you want to examine the program in Commercial and Graphic Arts-Tech. Turn to the Art Department. It is in alphabetical order in this section.

**2. Note the names of your advisors.**

One of the persons listed by the last name following the word "Faculty" will serve as your faculty advisor. If you wish to know a bit more about these advisors you will find a more complete list of faculty in the first section of the Bulletin.

**3. Check your major.**

The list of majors is meant as a quick reference. Since Commercial and Graphic Arts-Tech. is one of the majors in the Art Department, you know you are in the right section of the Bulletin.

**4. Find your program.**

Note that Commercial and Graphic Arts-Tech. has an (A.S.) following the title. This means it is an Associate in Science program, and if you do not remember what this means, go back and read the information under that title in the preceding section.

**5. Examine the program and look up your courses.**

Note that under Course Prefixes at the beginning of the Art Department you will find the letters AT. This means that only courses with the AT designation are taught by the art faculty, and the description of all these courses follows immediately after the last of the Art Department programs.

But EH 101 and 102 are not to be found there. EH courses, (first and last letter of English), are to be found following the programs in the English Department. PE, (Physical Education) and HH, (Health), are to be found in the Health and Physical Education Department.

# Departments, Programs and Courses

PREFIX	SUBJECT	DEPARTMENT
AC	Air Conditioning	Engineering Technology
AS	Aerospace Technology	Engineering Technology
AT	Art	Art
BA	Business Administration	Business
BE	Business Education	Business
BY	Biology	Biology
CL	Surveying	Engineering Technology
CO	Corrections	Law Enforcement
CY	Chemistry	Chemistry
DA	Dental Assisting	Dental Health Services
DG	Drafting	Engineering Technology
DP	Data Processing	Data Processing
DS	Dental Health Services	Dental Health Services
DT	Dental Technology	Dental Health Services
EG	Engineering	Engineering Technology
EH	English	English
EL	Electronics	Engineering Technology
EN	Education	Social Science
FH	French	Foreign Languages
FS	Fire Science	Engineering Technology
GY	Geography	Social Science
HE	Home Economics	Business
HH	Health	Health, Physical Education and Recreation
HR	Hotel-Restaurant Management	Business
HY	History	Social Science
N	Insurance	Business
JM	Journalism	English
LC	Logic	English
LT	Library Technology	Library
MC	Music	Music
MH	Mental Health Technology	Social Science
ML	Materials	Engineering Technology
MS	Mathematics	Mathematics
MT	Medical Laboratory Technology	Nursing
NG	Nursing	Nursing
OR	Operating Room Technician	Nursing
OT	Occupational Therapy Assistant	Health, Physical Education and Recreation
PE	Physical Education	Health, Physical Education and Recreation
PH	Physics	Physics and Physical Science
PI	Philosophy	Social Science
PL	Political Science	Social Science
PO	Police Administration	Law Enforcement
PS	Physical Science	Physics and Physical Science
SY	Psychology	Social Science
CE	Recreation	Health, Physical, Education and Recreation
LE	Real Estate	Business
GN	Retailing	Business
NT	Religion	Social Science
TH	Radio-Television	English
PH	Spanish	Foreign Languages
SP	Speech	English
SS	Social Science	Social Science
TA	Teacher Aide	Social Science
VS	Ward Secretary	Nursing
RT	Radiological Technology	Nursing



# Art

**FACULTY:** Miles (Chairman), Arant, Archer, Gray, Hale, Houser, Slatery, R. Smith

**MAJORS:** Advertising Design, Architecture, Art Education, Art History, Commercial and Graphic Arts, Fine Arts, Interior Design, Photography, Medical Illustration

**COURSE PREFIXES:** AT

**PROGRAMS:**

## ADVERTISING DESIGN (A.A.) IBM Code 01-002

The Advertising Design major will enroll as a commercial and graphic arts major (IBM Code 01-10) during his freshman year and then change to IBM Code 01-02 at the beginning of his sophomore year.

COURSE	TITLE	FRESHMAN YEAR		SEMESTER	HOURS	CREDIT
					Fall	Winter
AT 101	Design I				3	
AT 102	Advertising Design I					3
AT 103	Drawing I				3	
AT 108	Photography I					2
AT 120	Graphic Arts I					3
	General Ed. Electives				2	
EH 101-102	Freshman Communications				3	3
MS 106	General Education Math I				3	
PE	Physical Education				1	1
HH 101**	Perspectives on Healthful Living					2
SS 101	Social Institutions					3
					15	17

SOPHOMORE YEAR						
AT 117	Typography					3
AT 201-202	Advertising Design II; III				3	3
AT 215-216	History of Art I; II				3	3
EH	English Literature					3
	General Ed. Electives				3	
SS 102*	Political Institutions				3	
PE	Physical Education				1	1
	Science				3-4	3-4
					16-17	16-17

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

ARCHITECTURE (A.A.) IBM Code 01-003

COURSE	TITLE	FRESHMAN YEAR	SEMESTER	HOURS		CREDIT
				Fall	Winter	
AT 103	Drawing I			3		
AT 119	Architectural Drawing					3
BY 100-105	Principles of Biology; Principles of Biology Laboratory			4		
EH 101-102	Freshman Communications			3		3
MS 111	College Algebra			3		
MS 121	Trigonometry & Analytic Geometry					3
PE	Physical Education			1		1
SS 101-102*	Social Inst.; Political Inst.			3		3
	Elective					3
				<u>17</u>		<u>16</u>

SOPHOMORE YEAR

AT 215	History of Art I			3		
AT 216	History of Art II					3
PH 201-202	General Physics			4		4
HH 101**	Perspectives of Healthful Living			2		
EH	Literature			3		
MS 204	Calculus I			4		
PE	Physical Education			1		1
	Electives					8
				<u>17</u>		<u>16</u>

ART EDUCATION (A.A.) IBM Code 01-001

COURSE	TITLE	FRESHMAN YEAR	SEMESTER	HOURS		CREDIT
				Fall	Winter	
AT 101	Design I			3		
AT 111	Design II					3
AT 103	Drawing I			3		
AT 104	Drawing II					3
EH 101-101	Freshman Communications			3		3
SS 101-102*	Social Inst.; Political Inst.			3		3
PE	Physical Education			1		1
MS 106	General Education Math I			3		
	General Ed. Elective					3
				<u>16</u>		<u>16</u>

ART EDUCATION (A.A.) Cont'd

SOPHOMORE YEAR

AT 203	Painting Composition I			2		
AT 204	Drawing III					3
	General Ed. Electives			2		
AT 113 or AT 206	Design III or Drawing IV					3
AT 215	History of Art I			3		
AT 216	History of Art II					3
EH	Literature			3		
AT 102	Advertising Design I					3
HH 101**	Perspectives on Healthful Living			2		
PE	Physical Education			1		1
	Natural Science			<u>3-4</u>		<u>3-4</u>
				16-17		16-17

L 201 or HY 201 may be substituted for SS 102.  
HH 230 may be substituted.

## Art History

### ART HISTORY (A.A.) IBM Code 01-008

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	
			Fall	Winter
AT 101	Design I		3	
AT 103	Drawing I			3
EH 101-102	Freshman Communications		3	3
SS 101-102*	Social Inst.; Political Inst.		3	3
FH 101-102	Elementary French		3	3
MS 106	General Education Math I		3	
HY 101	Ancient & Medieval Civilizations			3
PE	Physical Education		1	1
			16	16

SOPHOMORE YEAR				
AT 203	Painting Composition I			3
AT 215-216	History of Art I; II		3	3
EH 203	World Literature to 1600		3	
RN 101-102***	The Old Testament; The New Testament		3	3
HH 101**	Perspectives on Healthful Living		2	
PE	Physical Education		1	1
	Science		3-4	3-4
FH 201-202	Intermediate French		3	3
			18-19	16-17

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*Considered as Social Science for General Education purposes.

### COMMERCIAL AND GRAPHIC ARTS—TECH (A.S.) IBM Code 01-010

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	
			Fall	Winter
AT 101	Design I		3	
AT 102	Advertising Design I			3
AT 103	Drawing I		3	
AT 108	Photography I			2
AT 120	Graphic Arts I			3
DG 100	Introduction to Technical Drawing		2	
EH 101-102	Freshman Communications		3	3
HH 101**	Perspectives on Healthful Living			2
MS 106	General Education Math I		3	
PE	Physical Education		1	1
SS 101	Social Institutions			3
			15	17

SOPHOMORE YEAR				
AT 110	Art Appreciation			3
AT 117	Typography			3
AT 118	Technical Processes		3	
AT 125-220	Graphic Arts II; III		3	3
PE	Physical Education		1	1
SS 102*	Political Institutions		3	
	Electives		6	6
			16	16

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.



## FINE ARTS (A.A.) IBM Code 01-006

COURSE	TITLE	FRESHMAN YEAR	SEMESTER HOURS		CREDIT
			Fall	Winter	
AT 101.....	Design I.....		3		
AT 103.....	Drawing I.....		3		
AT 104.....	Drawing II.....				3
AT 111.....	Design II.....				3
HH 101-102.....	Freshman Communications.....		3		3
HH 101**.....	Perspectives on Healthful Living.....				2
SS 106.....	General Education Math I.....		3		
PE.....	Physical Education.....		1		1
SS 101-102*.....	Social Inst.; Political Inst.....		3		3
	Elective.....				3
			<u>16</u>		<u>18</u>

AT 201 or HY 201 may be substituted for SS 102.  
 HH 230 may be substituted.

## Fine Arts

### FINE ARTS (A.A.) Cont'd

#### SOPHOMORE YEAR

AT 203	.....Painting Composition I.....	2	
AT 204	.....Drawing III.....	3	
AT 205	.....Painting Composition II.....		2
AT 113 or AT 206	.....Design III or Drawing IV.....		3
AT 215-216	.....History of Art I; II.....	3	3
EH 201	.....English Literature to 1660.....	3	
PE	.....Physical Education.....	1	1
	.....Science.....	3-4	3-4
	.....General Ed. Elective.....		2
		<u>15-16</u>	<u>14-15</u>



### INTERIOR DESIGN (A.A.) IBM Code 01-005

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT	
		Fall	Winter
AT 101	.....Design I.....	3	
AT 111	.....Design II.....		3
AT 103	.....Drawing I.....	3	
AT 119	.....Architectural Drawing.....		3
EH 101-102	.....Freshman Communications.....	3	3
SS 101-102*	.....Social Inst.; Political Inst.....	3	3
PE	.....Physical Education.....	1	1
	.....General Ed. Elective.....	3	
MS 106	.....General Education Math I.....		3
		<u>15</u>	<u>16</u>

#### SOPHOMORE YEAR

	.....General Ed. Elective.....	3	
AT 113	.....Design III.....	3	
AT 210-212	.....Interior Design I; II.....	3	3
AT 215-216	.....History of Art I; II.....	3	3
EH	.....Literature.....		3
AT 203	.....Painting Composition I.....	2	
HH 101**	.....Perspectives on Healthful Living.....		2
PE	.....Physical Education.....	1	1
	.....Science.....	3-4	3-4
		<u>15-16</u>	<u>18-19</u>

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.



## INTERIOR DESIGN—TECH (A.S.) IBM Code 01-012

		FRESHMAN YEAR		SEMESTER		HOURS		CREDIT	
COURSE		TITLE				Fall	Winter		
AT	101	Design I				3			
AT	111	Design II						3	
AT	103	Drawing I				3			
AT	108	Photography I						2	
AT	110	Art Appreciation				3			
AT	119	Architectural Drawing						3	
EH	101-102	Freshman Communications				3		3	
PE		Physical Education				1		1	
SS	101-102*	Social Inst.; Political Inst.				3		3	
		Elective						3	
						16		18	
SOPHOMORE YEAR									
AT	105	Ceramics I				2			
AT	113	Design II						3	
AT	210-212	Interior Design I; II				3		3	
BA	101	Principles of Accounting				3			
BA	212	Principles of Marketing						3	
BA	214	Salesmanship				3			
HH	101**	Perspectives on Healthful Living				2			
PE		Physical Education				1		1	
RG	102	Textiles						3	
		Electives						3	
						14		16	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.



## Photography

### PHOTOGRAPHY (A.A.) IBM Code 01-004

		FRESHMAN YEAR		
COURSE	TITLE		SEMESTER	HOURS CREDIT
			Fall	Winter
AT 101.....	Design I.....		3	
AT 103.....	Drawing I.....		3	
AT 108.....	Photography I.....			2
HH 101**.....	Perspectives on Healthful Living.....			2
EH 101-102.....	Freshman Communications.....		3	3
SS 101-102*.....	Social Inst.; Pol. Inst.....		3	3
PE.....	Physical Education.....		1	1
MS 106.....	Math for General Education.....		3	
	General Ed. Elective.....			6
			16	17

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

### PHOTOGRAPHY (A.A.) Cont'd

		SOPHOMORE YEAR		
AT 102.....	Advertising Design I.....		3	
AT 109.....	Photography II.....		2	
AT 215-216.....	History of Art I; History of Art II.....		3	3
EH 201.....	Literature.....		3	
AT 118.....	Technical Processes.....			3
PE.....	Physical Education.....		1	1
AT 111.....	Design II.....			3
	General Ed. Elective.....			2
	Science.....		3-4	3-4
			15-16	15-16

### MEDICAL ILLUSTRATION (A.S.) IBM Code 01-007

		FRESHMAN YEAR		
COURSE	TITLE		SEMESTER	HOURS CREDIT
			Fall	Winter
AT 101.....	Design I.....		3	
AT 103.....	Drawing I.....		3	
AT 111.....	Design II.....			3
AT 104.....	Drawing II.....			3
EH 101-102.....	Freshman Communications.....		3	3
HH 101**.....	Perspectives on Healthful Living.....		2	
BY 100-105.....	General Biology and Biology Lab.....		4	
BY 102-104.....	General Zoology and Zoology Lab.....			4
PE.....	Physical Education.....		1	1
SS 101.....	Social Institutions.....			3
			16	17
		SOPHOMORE YEAR		
AT 108.....	Photography I.....			2
AT 204.....	Drawing III.....		3	
AT 203-205.....	Painting I and II.....		2	2
AT 215 or.....	History of Art I.....		3	
AT 216.....	History of Art II.....		3	
EH.....	English Literature.....			3
BY 151-152.....	Anatomy and Physiology.....		3	3
BY 201-202.....	Comparative Vertebrate Anatomy.....		3	3
MS 106.....	General Education Math I.....		3	
SS 102*.....	Political Institutions.....			3
PE.....	Physical Education.....		1	1
			18	17

\*PL 201 or HY 201 may be substituted

\*\*HH 230 may be substituted

## COURSE DESCRIPTIONS

All students majoring in Art are required to compile a portfolio which will contain examples of their best work from each art course. Determination of best works should be made while enrolled in a course and in consultation with the instructor.

### AT 010 ART SEMINAR

The purpose of this course is to provide a discussion group for students who wish to learn more about the nature of art and aesthetics, the training of artists, and careers in art. 1-0-0\*

### AT 101 DESIGN I

The visual principles and elements are explored, primarily in two dimensional relationships. This is a basic course in design where the student develops a familiarity with the vocabulary of art and a technical skill in handling the tools of art. 1-4-3\*

### AT 102 ADVERTISING DESIGN I

(Prerequisite: AT 101 Design I). Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures is stressed. This course fulfills the requirement for teachers accreditation in lettering. 1-4-3\*

### AT 103 DRAWING I

A basic course in drawing with emphasis on composition including the use of linear and aerial perspective. Still life, landscape, and the figure will be used with appropriate materials. 1-4-3\*

### AT 104 DRAWING II

A continuation of AT 103. The emphasis is on composition using the figure as a major means of execution through the use of appropriate materials. 1-4-3\*

### AT 105 CERAMICS I

This course introduces the basic methods of ceramic production in hand building, wheel throwing and glaze application. Structure and artistic merit are stressed. 1-3-2\*

### AT 106 CERAMICS II

(Prerequisite: AT 105). A continuation of the ceramics unit introduced in AT 105. Basic experimentation is introduced in the making of clay bodies and glazes; Kiln stacking and firing are required. 1-3-2\*

### AT 107 ENAMELING

This study includes an analysis of historic and modern practices, exploration, experimentation and individual expression in all enameling techniques with emphasis on professional quality of execution. 1-3-2\*

### AT 108 PHOTOGRAPHY I

A basic course including the study of light lenses, types of cameras, photographic materials and darkroom procedures and the application of theory and technique to the making of photographs. Students will be required to furnish a camera, photographic film, and paper. 1-3-2\*

### AT 109 PHOTOGRAPHY II

(Prerequisite: AT 108 or permission of instructor) A continuation of AT 108, this course will emphasize experimental techniques and aesthetic concepts for art majors. Non-art majors may concentrate on practical photographic techniques according to their personal and professional needs. 1-4-3\*

### AT 110 ART APPRECIATION

This course presents a broad view into important works of the visual arts from the past and present. The course is designed to provide the student with an intelligent insight into works of art and meet the needs of the General Education program in the Humanities. 3-0-3\*

### AT 111 DESIGN II

(Prerequisite: AT 101). Further exploration of the visual principles and elements with emphasis on color theory and on the use of color in design. Light will be considered. 1-4-3\*

\* Lecture-Lab-Credit Hours

## Art Courses

### AT 112 ARTS AND CRAFTS I

A survey of the fields of arts and crafts as it pertains to recreational and educational activities. The course is concerned with the application of inexpensive materials and articles, with emphasis on the development of ingenuity, creativity, and imagination of the student. 2-2-3\*

### AT 113 DESIGN III

(Prerequisite: AT 101). Further exploration of the visual principles and elements with emphasis on the third dimension. A wide variety of appropriate materials will be used. 1-4-3\*

### AT 114 ARTS AND CRAFTS II

A continuation of AT 112. Students will study the organization of arts and crafts programs and learn the proper use of power and hand tools. Students will work in clay, wood, paper, and metal as they pertain to recreational leadership, occupational therapy, and education. 2-2-3\*

### AT 115 HISTORY AND APPRECIATION OF ART I (FOREIGN STUDY)

A survey of the galleries and historic sites of foreign countries. The conducted tour will spend six weeks traveling with a series of preview lectures before departure. Three hours credit.

### AT 116 HISTORY AND APPRECIATION OF ART II (FOREIGN STUDY)

Same as AT 115 with the exception that students will be required to keep a photographic record of the work studied and a comprehensive notebook as prescribed by a course syllabus. Three hours credit.

### AT 117 TYPOGRAPHY

The course deals with the history and development of type faces to the present in the form of lectures and demonstrations. Design is stressed in actual laboratory work involving type faces covering areas such as recognition of type faces, foto and mechanical, measurement of data, marking copy, proofreading, composing and specification of type, combining of faces using various papers and inks, and the finishing of a camera ready layout. 2-2-3\*

### AT 118 TECHNICAL PROCESSES

The course covers familiarization of the offset press, platemaker, composer, photo type setting equipment, color separation equipment, graphic camera, instant print screen camera, leroy sets, screening of photos and various hand tools. Design is stressed in all problems involving laboratory work. 1-4-3\*

### AT 119 ARCHITECTURAL DRAWING

(Prerequisite: AT 103). A basic course in instrumental and freehand drawing emphasizing architectural shades and shadows, and projection perspective drawing. 1-4-3\*

### AT 120 GRAPHIC ARTS I

An introduction to the printing processes: letterpress, offset, gravure, screen printing, xerography, and duplicating techniques. Students will study the historical aspects of the development of printing and learn the limitations of the processes and types of work most appropriate for each reproduction process. 1-4-3\*

### AT 125 GRAPHIC ARTS II

A study of techniques for preparing black and white line, mechanicals for photographic reproduction and color. Student will study techniques of Duotone spot color and mechanical tints and values as applied to advertising in newspapers, magazines, direct mail and catalogs. 1-4-3\*

### AT 201 ADVERTISING DESIGN II

(Prior to 1970 was listed as Techniques of Advertising and Industry.) (Prerequisite: AT 102 Advertising Design.) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field Trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3\*

### AT 202 ADVERTISING DESIGN III

(Prior to 1970 was listed as Techniques of Advertising and Industry.) (Prerequisite: AT 201.) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3\*

\* Lecture-Lab-Credit Hours



**AT 203 PAINTING COMPOSITION I**

(Prerequisite: AT 101 and AT 103). This course explores the fundamental techniques of painting in water color, acrylic and/or oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 1-3-2\*

**AT 204 DRAWING III**

(Prerequisite: AT 103 and 104). Continued study of the figure, perspective and composition form the basis for creative procedures. Individual research is required on the part of the student. (A variety of media will be used.) 1-4-3\*

**AT 205 PAINTING COMPOSITION II**

(Prerequisite: AT 203). This is a continuation of AT 203. The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and/or acrylic and water color are the major media. 1-3-2\*

**AT 206 DRAWING IV**

(Prerequisite: AT 204). An advanced drawing course with heavy emphasis on drawing for printmaking using the techniques of woodcut, serigraphy, drypoint and etching. 1-4-3\*

**AT 210 INTERIOR DESIGN I**

The aim is to provide the skills, judgment and imagination needed to create beautiful functional, and individual homes and offices. Design, function, materials and furnishings are studied. Appropriate field trips and visiting lecturers are part of the course. This is for the general student to develop personal competence and to serve the art major an introduction to the field of interior design. 3-0-3\*

**AT 212 INTERIOR DESIGN II**

(Prerequisite: AT 101, AT 210). An advanced course for the student of Interior Design. Techniques of rendering and creative display are integral parts of the course. The emphasis will be upon the study of interiors from an environmental view. The study of fabrics, materials and accessories are an essential part of the course. 3-0-3\*

**AT 215 HISTORY OF ART I**

Critical analysis of major works of art from pre-historic world to the Gothic cathedral. Encompassing painting, sculpture and architecture, the course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\*

**AT 216 HISTORY OF ART II**

Critical analysis of major works of art from the Renaissance through Modernity. Encompassing painting, sculpture and architectural works. The course will emphasize the meaningful correlation of the art work with the civilization that produced it. 3-0-3\*

**AT 220 GRAPHIC ARTS III**

A course in basic imposition and stripping operations; understanding the sheet lay, the fundamentals of imposition patterns, stripping operations, the mechanics of using stripper's tools, determination of press sheet size in relation to gripper trim margin, and bleed lines on a flat. Students will study imposition and stripping operations for line and halftone color reproduction, and review mechanical photocomposing systems by automatic processes and machines. 1-4-3

\*Lecture-Lab-Credit Hours





## *Basic Studies*

**FACULTY:** Huber, (Chairman), J. Adams, Bosworth, Darcey, Flory, Leggett, Orcutt, Vignau, Wilson, Witherspoon.

**COURSE PREFIXES:** EH, SP

### **COURSE DESCRIPTIONS**

#### **EH 101 FRESHMAN COMMUNICATIONS**

**Sections 50-59 Reading Emphasis—When being counseled, ask for EH 103**

The content of this course is essentially the same as EH 101, sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into EH 102, sections 50-79. 3-2-3

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\* Lecture-Lab-Credit Hours

**Sections 60-69 Writing Emphasis—When being counseled, ask for EH 104.**

The course is essentially the same as EH 101, sections 1-49, except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into EH 102, sections 50-79. 3-2-3\*

**Sections 70-79 Reading and Writing Emphasis—When being counseled, ask for EH 105.**

Essentially this course is the same as EH 101, sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into EH 102, Sections 50-79. 3-2-3\*

**EH 102 FRESHMAN COMMUNICATIONS****Sections 50-79 When being counseled, ask for EH 109**

(Prerequisites: EH 101, sections 50-79.) This course is a continuation of EH 101, sections 50-79, and is basically the same as other sections of EH 102, except that it provides emphasis for those students who need continuing special help in writing and reading. 3-2-3\*

**EH 111 COMMUNICATION SKILLS FOR THE TECHNICIAN  
(Institutional Credit Only)**

This course in communication skills is designed for that group of students whose primary interest is in the technical and occupational field rather than in the traditional academic course. It is made up of general information about language and composition and specific assignments in writing and speaking. The assignments are as practical as possible—that is, they are like the kinds of writing and speaking the students will do on the job for which he is preparing. 3-0-3\*

**EH 113 ENGLISH AS A SECOND LANGUAGE (Institutional Credit Only)**

This communications course is intended for only those students who are non-native speakers of English. Its purpose is to help them learn to organize and execute their thoughts in English. All instruction and class work is to be done in English. Methods of instruction will utilize current linguistic techniques and the **Oral-Aural-Visual** approach to language learning. The emphasis is on spoken English as primary. Wherever possible, instruction will depend on the patterns and signals inherent in English rather than on definition or prescription. 3-1-3\*

**EH 114 PHONICS FOR THE ELEMENTARY TEACHER**

This course is designed to develop the phonics skills needed as a basis for the teaching of reading. Phoneme-grapheme (sound-symbol) relationships will be emphasized. The use of structural analysis and/or context clues in combination with a phonetic attack in word-recognition will also be investigated. 3-0-3\*

**EH 115 READING IMPROVEMENT (Institutional Credit Only)**

This development reading course is designed for students who desire to improve their reading habits and skills. Personalized instruction in vocabulary improvement, study skills, essentials of comprehension and rate of comprehension are emphasized. The student uses a variety of materials as he participates in group activities and in the individualized reading laboratory program. 3-0-3

**SP 110 FUNDAMENTALS OF SPEECH**

The content of this course is essentially the same as SP 101, except it is taken concurrently with EH 105 or EH 109. This course is designed to utilize the basic principles of effective oral communication. The student develops poise and confidence through speaking experiences. The student learns to listen for central ideas and supporting reasons through aural experiences. The emphasis also lies on individual development and improvement. 3-2-3\*

\* Lecture-Lab-Credit Hours

# Biology

**FACULTY:** Sammons (Chairman), Allred, Butler, Caylor, Gathman, Gross, Hartman, Kopf, Marsteller, Maxwell, Puddy, Schmiederer, Tan.

**MAJORS:** Bacteriology, Biology Teacher, Conservation, General Biology, Marine Biology, Medical Assistant (Tech), Medical Laboratory Technician, Plant Sciences (Agriculture), Pre-Lab Technology, Science Education, Zoology

**COURSE PREFIXES:** BY, MT

**PROGRAMS:**

**GENERAL BIOLOGY, BACTERIOLOGY, BIOLOGY TEACHER, MARINE BIOLOGY, CONSERVATION (WILD LIFE), SCIENCE EDUCATION, ZOOLOGY (A.A.)**

**SUGGESTED CURRICULUM:** The biology curriculum is designed to prepare majors for transfer to a senior institution with a minimum of difficulty. The same basic courses apply no matter which branch of biology is the student's final goal. However, it is strongly recommended that the student consult the catalog of the senior institution to which he plans to transfer. The following is a minimum program; at least one spring term will be required to complete the chemistry sequence.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS	CREDIT
BY 100-105.....	Principles of Biology; Principles of Biology Laboratory.....		4
BY 101-103.....	General Botany I; Gen. Botany Lab .....		4
or			
BY 102-104.....	General Zoology; Gen. Zoology Lab.....		(4)
EH 101-102.....	Freshman Communications .....		6
CY 101-102-103 .....	General Chemistry.....		11
SS 101 .....	Social Institutions .....		3
MS 111-121 .....	College Algebra; Trigonometry.....		6
PE.....	Physical Education.....		<u>2</u>
			36

## SOPHOMORE YEAR

BY 201-202.....	Comparative Vertebrate Anatomy .....	6
or		
BY 211 .....	Botany II .....	(4)
BY 203 .....	Genetics.....	3
BY 205 .....	Experiments in Genetics .....	1
CY 211-212.....	Organic Chemistry .....	8
or		
PH 201-202.....	General Physics .....	(8)
EH.....	Literature .....	3
AT 110 .....	Appreciation of Art.....	3
or		
MC 110 .....	Music Appreciation .....	(3)
HH 101**.....	Perspectives on Healthful Living .....	2
SS 102*.....	Political Institutions .....	3
PE.....	Physical Education.....	<u>2</u>
		29-31

\*\*HH 230 may be substituted.

\*PL 201 or HY 201 may be substituted for SS 102.



## MEDICAL ASSISTANT (A.S.)

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, to establish better public relations.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS		CREDIT
		Fall	Winter	
BA 101 .....	Principles of Accounting .....			3
BE 105-106* .....	Typewriting .....	2		2
BE 200 .....	Business Communications .....			3
BY 151-152 .....	Anatomy and Physiology .....	3		3
CY 104-105 .....	Chemistry for Health Sciences; Lab for CY 104 .....	4		
EH 101 .....	Freshman Communications .....	3		
HE 101 .....	Nutrition .....			3
HH 101** .....	Perspectives on Healthful Living .....			2
HH 103 .....	First Aid .....	1		
PE .....	Physical Education .....	1		1
PY 201 .....	General Psychology .....	3		
		<u>17</u>		<u>17</u>

\*If the student has had typewriting in high school, she may take BE 107, or may exempt BE 105 and/or BE 106 by passing a qualifying test.

\*\*HH 230 may be substituted.

## Medical Assistant

### MEDICAL ASSISTANT (A.S.) Cont'd

#### SOPHOMORE YEAR

BE 101.....	Office Practice.....		3
BE 103.....	Shorthand.....	3	
BY 156.....	Microbiology.....	3	
BY 251-252.....	Medical Laboratory Procedures.....	3	3
BY 254.....	Internship.....		3
NG 255.....	Medical Terminology.....	3	
PE.....	Physical Education.....	1	1
PY 202*.....	Personality Development.....		3
SS 101-102*.....	Social Inst.; Political Inst. ....	3	3
		<u>16</u>	<u>16</u>

\*PY 203 may be substituted

\*\*PL 201 or HY 201 may be substituted for SS 102

### MEDICAL LABORATORY TECHNICIAN (A.S.)

This is a two-year program leading to an Associate in Science Degree in Medical Laboratory Technology.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS		CREDIT
		Fall	Winter	
MT 160.....	Intro. to Medical Lab. Tech.....	4		
BY 100.....	Principles of Biology.....	3		
CY 100-101.....	Intro. to Chemistry & General Chemistry.....		3	4
EH 101-102.....	Freshman Communications.....	3		3
MS 110.....	Basic Algebra.....	3		
BY 156.....	Microbiology.....			3
MT 162.....	Medical Parasitology.....			3
MT 163.....	Medical Instrumentation.....			2
PE.....	Physical Education.....			1
		<u>16</u>		<u>16</u>

#### SOPHOMORE YEAR

MT 281.....	Clinic Chemistry.....	5		
MT 282.....	Hematology & Urinalysis.....	4		
MT 283.....	Immunohematology & Serology.....	4		
HH 101.....	Perspectives on Healthful Living.....	2		
PE.....	Physical Education.....	1		
SS 102.....	Political Institutions.....			3
MT 295.....	Clinical Procedures.....			13
		<u>16</u>		<u>16</u>



**PLANT SCIENCES (AGRICULTURE) (A.A.)**

This program will provide the necessary General Education requirements for the first two years of college. Training emphasis required for careers in agriculture include biology, botany, chemistry, mathematics, physics, genetics, and physiology.

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
BY 100-105.....	Principles of Biology; Principles of Biology Laboratory .....		4
CY 101-102-103 .....	General College Chemistry .....		11
EH 101-102.....	Freshman Communications .....		6
MS 111-121.....	College Algebra; Trigonometry & Analytic Geometry.....		6
SS 101-102* .....	Social Inst.; Political Inst. ....		6
PE.....	Physical Education.....		2
			<hr/> 35

**SOPHOMORE YEAR\*\*\***

BY 101-103.....	General Botany I; General Botany Lab .....	4
or		
BY 102-104.....	General Zoology; General Zoology Lab .....	(4)
BY 203-205**** .....	Genetics; Experiments in Genetics.....	4
EH.....	Literature .....	3
HH 101** .....	Perspectives on Healthful Living .....	2
PH 201-202.....	General Physics I; General Physics II.....	8
AT 110.....	Appreciation of Art.....	3
MC 110.....	Music Appreciation .....	3
PE.....	Physical Education.....	2
		<hr/> 29

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*Students planning to study Forestry at the University of Florida should include MS 204 in the sophomore year.

\*\*\*\*Students planning to major in the life sciences in the College of Agriculture, University of Florida, should not take genetics here.

**PRE-LABORATORY TECHNOLOGY (A.A.)**

Ninety (90) semester hours of preliminary work are required for admission to the institution offering the final year of laboratory instruction. While 90 of these hours may be taken at a junior college the student will receive only an M.T. designation and no bachelor's degree upon completion of the clinical year. If a baccalaureate degree is desired along with the M.T., the student must complete the third year of preliminary work at a baccalaureate degree-granting institution. The requirements for the A.A. degree at Palm Beach Junior College will be fulfilled at the end of the second year in the program outlined.

		FRESHMAN YEAR				
COURSE	TITLE	SEMESTER			HOURS	CREDIT
		Fall	Winter	Spring		
CY 101-102-103 .....	General Chemistry.....	3	4	4		
or						
BY 100-105.....	Principles of Biology; Principles of Biology Laboratory.....	4				
BY 101-103.....	General Botany I; Gen. Botany Lab .....		4			
or						
BY 102-104.....	General Zoology; Gen. Zoology Lab.....	(4)				
EH 101-102.....	Freshman Communications.....	3	3			
MS 111-121.....	College Algebra; Trigonometry.....	3	3			
PE.....	Physical Education.....	1	1			
SS 101-102*.....	Social Inst.; Political Inst. ....	3	3			
		17	18			4

\*PL 201 or HY 201 may be substituted for SS 102.

## Pre-Laboratory Technology

### PRE-LABORATORY TECHNOLOGY (A.A.) Cont'd

#### SOPHOMORE YEAR

CY 202.....	Quantitative Analysis.....		4
CY 211-212.....	Organic Chemistry .....	4	4
EH.....	English Literature .....	3	
PH 201-202*.....	General Physics .....	4	4
AT 110.....	Appreciation of Art.....	3	
or			
MC 110.....	Music Appreciation .....	(3)	
PE.....	Physical Education.....	1	1
HH 101**.....	Perspectives on Healthful Living .....		2
		15	15

#### THIRD YEAR

BY 201-202.....	Comparative Vertebrate Anatomy .....	3	3
PY 201.....	General Psychology .....	3	
BY 203.....	Genetics.....		3
BY 205.....	Experiments in Genetics .....		1
BY 156.....	Microbiology .....		3
	Electives (BE 105, 106 and a language)...	9	6
		15	16

\*May be postponed until the third year if elective is chosen, and HH 230 may be substituted.

\*\*HH 230 may be substituted

## COURSE DESCRIPTIONS

### BY 100 PRINCIPALS OF BIOLOGY

An introduction of the principles of biology designed primarily to acquaint the student with the concepts of cellular biology and biochemistry, genetic theory, evolutionary principles, and ecological problems. Emphasis will be placed on those biological principles which man needs to better understand his role and responsibility to the environment. 3-0-3\*

### BY 105 PRINCIPLES OF BIOLOGY LABORATORY

(Prerequisite or co-requisite: BY 100) Laboratory studies dealing with biochemistry, physiology, taxonomy, morphology, genetics, and other related topics will be emphasized. 0-2-1\*

### BY 101 GENERAL BOTANY I

(Prerequisite: BY 100; co-requisite: BY 103). An introductory survey of the plant kingdom with emphasis on phylogenetic relationships. Topic will include the cytology, morphology, anatomy, physiology, and economic importance of plants. 3-0-3\*

### BY 102 GENERAL ZOOLOGY LECTURE

(Prerequisite: BY 100; co-requisite: BY 104). An introductory course dealing with the structure, functioning, embryology, and evolutionary relationships of representatives of the major animal phyla culminating in man. 3-0-3\*

### BY 103 GENERAL BOTANY LABORATORY

(Prerequisite: BY 100; co-requisite: BY 101). The laboratory exercises will correlate with the topics of the lecture. 0-2-1\*

### BY 104 GENERAL ZOOLOGY LABORATORY

(Prerequisite: BY 100; co-requisite: BY 102). This laboratory includes observation of representative groups of the animal kingdom. 0-2-1\*

### BY 110 ENVIRONMENTAL CONSERVATION

Integrates and correlates the features of the natural environment with man's activities. Identifies many of the ecological problems man is confronting now and will in the future. 2-0-2\*

\* Lecture-Lab-Credit Hours

**BY 151 ANATOMY AND PHYSIOLOGY**

An introductory course in the structure and functions of the human body. Topics include organization of the body, cell activities, early embryology, tissues and skin, as well as the skeletal, muscular and nervous systems. 2-2-3\*

**BY 152 ANATOMY AND PHYSIOLOGY**

(Prerequisite: BY 151). A continuation of BY 151. The circulatory, endocrine, reproductive, excretory, digestive and respiratory systems of the body are studied. The laboratory includes demonstrations of human cadaver dissection when possible. 2-2-3\*

**BY 156 MICROBIOLOGY**

A study of the characteristics and importance of microorganisms with emphasis on identification control, relationship to health and disease and economic importance. 2-2-3\* (Offered Fall, Winter and Spring II)

**BY 201 COMPARATIVE VERTEBRATE ANATOMY**

(Prerequisite: BY 102-104 General Zoology). The laboratory includes examination of the protochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification, and certain organ systems of the chordates. 2-4-3\* (Offered in Fall term only.)

**BY 202 COMPARATIVE VERTEBRATE ANATOMY**

(Prerequisite: BY 201 Comparative Vertebrate Anatomy). This is a continuation of BY 201. The work in the laboratory includes Necturus and the cat. The lectures deal with the higher vertebrates and the systems not treated in BY 201. In addition, some early embryology is included. 2-4-3\* (Offered in Winter term only).

**BY 203 GENETICS**

(Prerequisite: BY 100, Principles of Biology). This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3\* (Offered in Winter term only).

**BY 205 EXPERIMENTS IN GENETICS**

(Co-requisite or Prerequisite: BY 203) The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1\* (Offered in Winter term only).

**BY 211 BOTANY II**

(Prerequisite: BY 101-103). A detailed study of the vascular plants with particular emphasis on their taxonomy, distribution, and ecology. The advanced study of vascular plant morphology and anatomy will be stressed in the laboratory. Field work will include ecological studies and the preparation of a plant collection. 3-3-4\* (Offered in Winter term only).

**BY 215 INTRODUCTION TO MARINE SCIENCE**

(Prerequisite: BY 102-104). This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-2-4\* (Offered in Fall and Spring II).

**BY 221 GENERAL HORTICULTURE**

This course will give the home gardeners and workers in the various fields of horticultural practices a background in the proper development of a landscape plan, landscape maintenance, turf management, plant propagation, and insect and disease control. Field trips and laboratory demonstrations will be included in the presentation. Tropical fruit management will be discussed. 3-0-3\* (Offered in evenings only).

\* Lecture-Lab-Credit Hours

## Biology Courses

### BY 251 MEDICAL LABORATORY PROCEDURES

(Prerequisite: CY 100 or higher. Previous experience will fulfill this prerequisite). This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching, and other procedures that may be required by the physician. 1-4-3\* (Offered in Fall term only).

### BY 252 MEDICAL LABORATORY PROCEDURES

(Prerequisite: BY 251). This course is a continuation of BY 251. Theory and practice in medical laboratory instrumentation and procedures are emphasized. In addition, drugs used commonly in the physician's office are studied in relation to their physical and chemical characteristics, dosage, actions, and reactions. 1-4-3\* (Offered in winter term only).

### BY 254 INTERNSHIP

(Prerequisite: BY 251). During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0-5-3\* (Credit granted only at end of Winter term).

### MT 160 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY

An orientation to the field of laboratory medicine introducing basic equipment and techniques in all phases of the medical laboratory. 2-4-4\*

### MT 162 MEDICAL PARASITOLOGY

Emphasis is on the laboratory diagnosis of the protozoan, helminth and arthropod infections of medical importance with special attention to those indigenous to the area. Gross and microscopic materials for demonstration. 1-6-3\*

### MT 163 MEDICAL INSTRUMENTATION

Care, maintenance, and use of medical electronic and optic equipment such as compound and dissection microscopes, spectrophotometers, colorimeters, atomic absorption spectrophotometers, pH meters, autoanalysers, flame photometers, blood gas apparatus, electrophoresis, coulter counters, etc. Selected topics in circuitry and fundamentals of electronics. 1-3-2\*

### MT 281 CLINICAL CHEMISTRY

General principles involved in the quantitative analysis of the chemical constituents of such body substances as blood, urine, and feces in health and disease. Various techniques as colorimetry, potentiometry, gasometry, fluorimetry and chromatography are applied. 2-9-5\*

### MT 282 HEMATOLOGY AND URINALYSIS

Study of normal and abnormal cell morphology. Performance of tests such as cell counts, differentials, hematocrits, sedimentation rates, platelet counts, fragility, coagulation, etc. Urine analyzed for normal and abnormal constituents in health and disease. 2-6-4\*

### MT 283 IMMUNOHEMATOLOGY AND SEROLOGY

Blood banking including typing, grouping, and cross-matching. Antigen-antibody reactions. Complement fixation, precipitation, flocculation, hemagglutination, UDRL, and antistreptolysin tests. 2-6-4\*

### MT 295 CLINICAL PROCEDURES

Theory and practice of laboratory procedures involved in the disciplines of clinical chemistry, hematology, microbiology, parasitology, etc. Supervised experience in clinical laboratories in which students relate through the various departments. 4-27-13\*

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\* Lecture-Lab-Credit Hours

## *Business*

**FACULTY:** Holzman (Chairman), Batson, Franklin, Gonzalez, Guzak, Hummel, Kane, Ledbetter, McAliley, Robbins, Smith

HOME ECONOMICS: Hall, Prentice

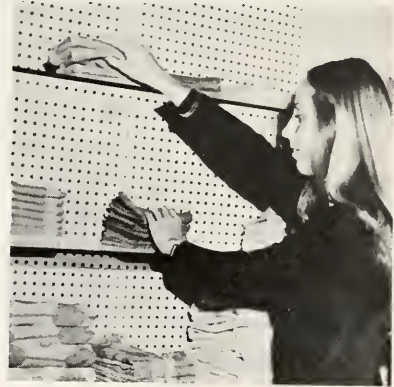
HOTEL-FOOD SERVICE MANAGEMENT: Ambrosio, Rivé

RETAILING, SALES AND MARKETING: Waddell, Widdows

*Hotel-Food Service  
Management*



*Retailing  
Sales  
and  
Marketing*



*Home  
Economics*





**MAJORS:** Accounting, Banking, Business Administration (Univ. Parallel), Business Teacher, Clerical Practice, Clothing and Textiles, Dietetics, Economics, Educational Secretary, Executive Secretary, Fashion, Food Service Management, General Business (Tech), General Home Economics, Home Economics Teacher, Hotel-Food Service, Hotel-Motel Management, Insurance, International Trade, Legal Secretary, Management, Medical Secretary, Purchasing Management, Real Estate, Retailing (Management and Merchandising), Retail Sales-Clerical (one year), Sales and Marketing, Stenographic (one year).

**COURSE PREFIXES:** BA, BE, HE, HR, IN, RE, RG

**PROGRAMS:** All students planning to complete a four-year Baccalaureate Degree in some business specialty should follow the Business Administration (A.A.) curriculum. Electives in this curriculum may be selected in the student's specialty as approved by the student's counselor. Students planning to become Business Education Teachers will follow the program outlined under Executive Secretary (A.S.), with substitutions as arranged in counseling.

### BUSINESS ADMINISTRATION (A.A.)

This curriculum is to be followed by the student who plans to work for the baccalaureate degree in Accounting, Business Administration, Business Teacher\*\*\*, Economics, Management, Real Estate, Insurance, International Trade, Retailing, Hotel-Food Service, and Sales and Marketing.

### GENERAL EDUCATION AND GRADUATION REQUIREMENTS

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102.....	Freshman Communications .....		6	
MS 111.....	College Algebra.....		3	
	Science .....		7-8	
SS 101-102* .....	Social Inst.; Political Inst. ....		6	
BA 100.....	Introduction to Business.....		3	
BA 101-102.....	Principles of Accounting .....		6	
BA 204-205**** .....	Principles of Economics .....		6	
DP 102.....	Basic Computer Theory .....		3	
EH.....	Literature .....		3	
MS 208.....	Elementary Statistics.....		3	
SP 101.....	Fundamentals of Speech.....		3	
PE.....	Physical Education.....		4	
AT 110.....	Art Appreciation .....		3	
or				
MC 110.....	Music Appreciation .....		(3)	
HH 101** .....	Perspectives on Healthful Living .....		2	
	General Ed. Electives.....		6	
			<u>64-65</u>	

### ELECTIVES

Business Electives should be selected only after you have examined the catalog of the upper division college you plan to attend and have had these approved by your academic advisor.

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*Business Teacher candidate will consult with his academic advisor for Business Electives.

\*\*\*\*BA 204-205 considered Social Science for General Education purposes

**BANKING (A.S.)\***

		FRESHMAN YEAR		SEMESTER		HOURS	CREDIT
COURSE	TITLE			Fall	Winter		
BA 101-102	Principles of Accounting			3	3		
BA 200	Introduction to Economics			3			
EH 101	Freshman Communications			3			
SP 101	Fundamentals of Speech			3			
BA 126	Law and Banking			3			
BA 130	Principles of Bank Operations						3
BA 128	Bank Letters and Reports				3		
BA 124	Business Administration				3		
BA 127	Money and Banking				3		
BA 120	Savings & Time Deposit Banking				3		
BA 123	Installment Credit						3
				15	15		6
SOPHOMORE YEAR							
BA 221	Bank Management			3			
BA 232	Bank Public Relations & Marketing			3			
BA 233	Financing Business Enterprise				3		
BA 234	Supervision & Personnel Adm.				3		
BA 225	Bank Investments				3		
(Choose one from each group)							
Group I				3			
BA 235	Agricultural Finance						
BA 236	Home Mortgage Lending						
Group II				3			
BA 237	Analyzing Financial Statements						
BA 222	Credit Administration						
Group III				3			
BA 231	Trust Functions and Services						
SP 102	Public Speaking			3			
BA 229	Fundamentals of Bank Data Processing				3		
PL 201	American National Government						3
HH 101	Perspectives on Healthful Living						2
PE	Physical Education			1	1		5
				16	16		

\*As requirements are met as specified in the AIB catalog, certificates may be awarded to members of the American Institute of Banking. A "C" average is required for any Institute Certificate.

**CLERICAL PRACTICE (A.S.)**

The purpose of this curriculum is to prepare the student for employment as clerk-typist.

		FRESHMAN YEAR		SEMESTER		HOURS	CREDIT
COURSE	TITLE						
BA 100	Introduction to Business					3	
BA 110	Business Mathematics					3	
BE 105-106**	Typewriting					4	
EH 101-102 or 110	Freshman Communications; Tech. Writing					6	
PE	Physical Education					2	
SS 101-102*	Social Inst.; Political Inst.					6	
	Electives					8	
						32	

PL 201 or HY 201 may be substituted for SS 102.

\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

# Clerical Practice

## CLERICAL PRACTICE (A.S.) Cont'd

SOPHOMORE YEAR		
BA 101	Principles of Accounting	3
BE 100	Office Machines	2
BE 101	Office Practice	3
BE 205	Typewriting	2
BE 200	Business Communications	3
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
	Electives	<u>15</u>
		32

\*\*HH 230 may be substituted.

## EDUCATIONAL SECRETARY (A.S.)

This curriculum meets the academic requirements of the professional standards program of the National Association of Educational Secretaries. All eight test areas are thoroughly covered.

FRESHMAN YEAR		
COURSE	TITLE	SEMESTER HOURS CREDIT
BA 100	Introduction to Business	3
BA 101	Accounting Principles	3
BA 110	Business Mathematics	3
BE 100	Office Machines	2
BE 103-104*	Shorthand	6
or		
BE 206-207	Machine Shorthand	(6)
BE 105-106*	Typewriting	4
EH 101-102 or 110	Freshman Communications; Tech. Writing	6
SS 101	Social Institutions	3
PE	Physical Education	<u>2</u>
		32

SOPHOMORE YEAR		
BA 200	Introduction to Economics	3
BA 209	Florida School Laws and Regulations	3
BA 213	Principles of Supervision for Office Personnel	3
BA 271	Supervision—Human Relations in Business	3
BE 101	Office Practice	3
BE 200	Business Communications	3
BE 201	Advanced Dictation & Transcription	3
BE 205*	Advanced Typewriting	2
HH 101**	Perspectives on Healthful Living	2
PE	Physical Education	2
PL 201	American National Government	3
PY 201	General Psychology	<u>3</u>
		33

\*All typing courses and BE 103 and 104 may be waived if an appropriate score is made on the achievement test. Electives may be substituted. Suggested electives are: BA 102, 208, 205, DP 102; SP 101.

\*\*HH 230 may be substituted.

**EXECUTIVE SECRETARY, LEGAL SECRETARY, MEDICAL SECRETARY (A.S.)**

This is an executive secretarial course, training the student to do top-level secretarial work with a minimum stenographic skill of 120 words a minute in shorthand, 65 words a minute in typewriting, and 40 words a minute in transcribing.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS	CREDIT
BA 100.....	Introduction to Business.....	3	
BA 101-102.....	Principles of Accounting.....	6	
BE 103-104****	Shorthand.....	6	
or			
BE 206-207.....	Machine Shorthand.....	(6)	
BE 105-106****	Typewriting.....	4	
EH 101-102 or 110...	Freshman Communications; Tech Writing.....	6	
PE.....	Physical Education.....	2	
SS 101-102***	Social Inst.; Political Inst. ....	<u>6</u>	
		33	

**SOPHOMORE YEAR**

BA 110*.....	Business Mathematics.....	3	
BA 200.....	Introduction to Economics.....	3	
BA 207-208.....	Business Law.....	6	
BE 100.....	Office Machines.....	2	
BE 101.....	Office Practice.....	3	
BE 200.....	Business Communications.....	3	
BE 201.....	Advanced Dictation & Transcription.....	3	
BE 205.....	Advanced Typewriting.....	2	
HH 101**.....	Perspectives on Healthful Living.....	2	
PE.....	Physical Education.....	2	
	Electives.....	<u>3</u>	
		32	

\*Legal secretaries substitute BE 203 for BA 110.

\*\*HH 230 may be substituted.

\*\*\*PL 201 or HY 201 may be substituted for SS 102.

\*\*\*\*The beginning courses in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives. Suggested elective courses: BE 203, HE 203, and SP 101.

**HOME ECONOMICS (A.A.)**

This university parallel curriculum is designed to meet the needs of students who are interested in university preparation for professional positions in child development, dietetics, home and family life, teaching, foods, nutrition, clothing, textiles, fashion design, and in other related areas.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS	CREDIT
AT 110.....	Art Appreciation.....	3	
	Science.....	7-8	
EH 101-102.....	Freshman Communications.....	6	
HE 106.....	Clothing Construction.....	3	
MS 106.....	General Education Math I.....	3	
PE.....	Physical Education.....	2	
S 101-102*.....	Social Inst.; Political Inst. ....	<u>6</u>	
	Electives.....	3	
		33-34	

PL 201 or HY 201 may be substituted for SS 102.

## Home Economics

### HOME ECONOMICS (A.A.) Cont'd

#### SOPHOMORE YEAR

EH.....	Literature.....	3
HE 203.....	Clothing Selection.....	3
HH 101***.....	Perspectives on Healthful Living.....	2
PE.....	Physical Education.....	2
PY 201.....	General Psychology.....	3
SP 101.....	Fundamentals of Speech.....	3
	Electives**.....	<u>16</u>
		32

NOTE: Electives must be approved by Home Economics Counselor.

### FASHION (A.S.)

This curriculum is for students who will, after two years, enter careers in fashion design, pattern making, fabrics and fashion promotion.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS	CREDIT
AT 101.....	Design I.....	3	
AT 110.....	Art Appreciation.....	3	
EH 101-102.....	Freshman Communications.....	6	
HE 106.....	Clothing Construction.....	3	
HE 107.....	Pattern Making I.....	3	
HE 108.....	Pattern Making II.....	3	
RG 102.....	Textiles.....	3	
SS 101-102*.....	Social Inst.; Political Inst. ....	6	
PE.....	Physical Education.....	<u>2</u>	
		32	

#### SOPHOMORE YEAR

EH.....	Literature.....	3
HE 201.....	Clothing Construction II.....	3
HE 203.....	Costume Selection.....	3
HE 207.....	Creative Pattern Making III.....	3
HE 208.....	Creative Pattern Making IV.....	3
HH 101***.....	Perspectives on Healthful Living.....	2
PY 201.....	General Psychology.....	3
SY 201.....	Fundamentals of Speech.....	3
PE.....	Physical Education.....	2
	Electives**.....	<u>7</u>
		32

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Suggested electives: BE 105, RG 102, RG 110, BA 100, AT 111, AT 103.

\*\*\*HH 230 may be substituted.



**FOOD SERVICE MANAGEMENT AND DIETARY TECHNOLOGY (A.S.)**

A four-semester program to provide instruction in all areas of food service with special emphasis on hospital and nursing home food service. Employment opportunities are excellent since Palm Beach County's population is expanding rapidly.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS	CREDIT
EH 101-102 or 110	Freshman Communications; Technical Writing ...	6	
HH 101**	Perspectives on Healthful Living .....	2	
PE	Physical Education .....	2	
PY 201	General Psychology .....	3	
SP 101	Fundamentals of Speech .....	3	
HR 102	Introduction to Food Service Management .....	3	
HR 210	Quantity Food Composition & Preparation .....	3	
HE 101	Elements of Nutrition .....	3	
HR 212	Personnel Management .....	3	
BA 101	Principles of Accounting .....	3	
		<u>31</u>	

**SOPHOMORE YEAR**

AT 110	Art Appreciation .....	3	
or			
MC 110	Music Appreciation .....	(3)	
HR 118-218	Food Service Practicum I; II .....	8	
HR 211	Purchasing Management .....	3	
HR 214	Food and Beverage Control .....	2	
HR 215	Equipment Use and Maintenance .....	3	
PE	Physical Education .....	2	
SS 101-102*	Social Inst.; Political Inst. ....	6	
HR 213	Quantity Food Service .....	3	
HH 103	First Aid .....	1	
	Electives .....	3	
		<u>34</u>	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

**GENERAL BUSINESS (A.S.)**

This is a two-year program for the student who wants two years of preparation for business with a minimum of general education, and the opportunity to explore the fields of vocational interest.

COURSE	TITLE	SEMESTER HOURS	CREDIT
EH 101-104 or 110	Freshman Communications; Technical Writing .....	6	
HH 101**	Perspectives on Healthful Living .....	2	
PE	Physical Education .....	4	
SS 101-102*	Social Inst.; Political Inst. ....	6	
		<u>18</u>	
	Business Electives .....	46	
		<u>64</u>	

NOTE: Electives may be selected from the broad field of Business and Data Processing Department offerings to meet the needs and interests of the student with the approval of the Business Counselor.

PL 201 or HY 201 may be substituted for SS 102.

\*HH 230 may be substituted.

## General Home Economics

### GENERAL HOME ECONOMICS (A.S.)

These are the recommended courses for those students seeking an Associate in Science Degree and terminating their college work upon graduating with this degree at Palm Beach Junior College.

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
EH 101-102.....	Freshman Communications.....	6	6
SS 101-102**.....	Social Inst.; Political Inst. ....	6	6
HE 102.....	Foods for the Family.....	3	3
HE 106.....	Elements of Clothing Construction.....	3	3
HE 101.....	Elements of Nutrition.....	3	3
HE 201.....	Advanced Clothing Construction.....	3	3
HE 107.....	Creative Pattern Making I.....	3	3
AT 110.....	Art Appreciation .....	3	3
PE.....	Physical Education.....	2	2
			<u>32</u>

SOPHOMORE YEAR			
HH 101*.....	Perspectives on Healthful Living .....	2	2
RG 102.....	Textiles .....	3	3
SP 101.....	Fundamentals of Speech.....	3	3
EH.....	Literature .....	3	3
PY 201.....	General Psychology .....	3	3
PY 202.....	Personality Development .....	3	3
SS 201.....	Marriage & Family Relationships .....	3	3
HE 203.....	Costume Selection .....	3	3
HE 108.....	Creative Pattern Making II.....	3	3
			<u>6</u>
			<u>32</u>

\*HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted for SS 102.

\*\*\*Recommended electives depending on individual student's goals: BA 204, RG 105, RG 110, BE 105, BA 100, BA 101, AT 210, AT 212, HE 207, HE 208.

### HOTEL MANAGEMENT (A.S.)

The Hotel Management curriculum is a mid-management program. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels, motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the food lodging industry.

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
EH 101-102 or 110 .....	Freshman Communications; Technical Writing ...	6	6
HH 101*.....	Perspectives on Healthful Living .....	2	2
HR 100.....	Introduction to Hotel-Motel-Restaurant Management.....	3	3
BA 101.....	Principles of Accounting .....	3	3
HR 212.....	Personnel Management.....	3	3
HR 202.....	Hotel-Motel Housekeeping Management.....	3	3
PE.....	Physical Education .....	2	2
PY 201.....	General Psychology .....	3	3
SP 101.....	Fundamentals of Speech.....	3	3
			<u>3</u>
			<u>31</u>

\*HH 230 may be substituted.

\*\*Electives must be HR 102, 201, 210 or 213.

**HOTEL MANAGEMENT (A.S.) Cont'd****SOPHOMORE YEAR**

HR 118-218.....	Hotel-Motel-Restaurant Practicum .....	8
HR 201.....	H-M Front Office Adm. & Procedures .....	3
HR 207.....	Legal Aspects of Hotel Administration .....	3
HR 211.....	Purchasing Management .....	3
HR 214.....	Food & Beverage Control .....	2
HR 215.....	Equipment Use & Maintenance .....	3
HR 216.....	Sales Promotion and Advertising In Hotels & Food Service .....	3
PE.....	Physical Education.....	2
SS 101-102*.....	Social Inst.; Political Inst. ....	6
		<u>33</u>

\*PL 201 or HY 201 may be substituted for SS 102.

**PURCHASING MANAGEMENT (A.S.)**

This curriculum supplies a desirable body of knowledge needed by purchasing men and women. Emphasis is placed on principles and policies for industrial, institutional and governmental purchasing, and auxiliary functions as recommended by N.A.P.M. Upon successful completion of this curriculum, a student is qualified to receive a Professional Educational Standards Program National Certificate by the National Association of Purchasing Management, and an A.S. degree from Palm Beach Junior College.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
BA 101-102.....	Principles of Accounting .....	3	3	
BA 204-205.....	Principles of Economics .....	3	3	
BA 207.....	Business Law .....			3
BA 212.....	Principles of Marketing.....	3		
BA 243.....	Intro. to Traffic Management .....	3		
DP 102.....	Computer Theory.....			3
EH 101.....	Freshman Communications.....	3		
EH 110 or	Technical Writing or			
BE 200.....	Business Communications.....		3	
PE.....	Physical Education.....	1	1	
SP 101.....	Fundamentals of Speech.....		3	
SS 102*.....	Political Institution .....		3	
		<u>16</u>	<u>16</u>	<u>6</u>

**SOPHOMORE YEAR**

BA 127.....	Money and Banking .....	3		
BA 203.....	Cost Accounting .....		3	
BA 210.....	Principles of Management.....	3		
BA 213.....	Principles of Supervision.....		3	
BA 233.....	Principles of Finance.....	3		
BA 240.....	Purchasing I .....	3		
BA 241.....	Purchasing II.....		3	
BA 242.....	Production Management .....		3	
BA 271.....	Human Relations in Business .....	3		
HH 101**.....	Perspectives on Healthful Living .....	2		
MS 208.....	Statistics.....		3	
		<u>17</u>	<u>15</u>	

PL 201 or HY 201 may be substituted for SS 102.

\*HH 230 may be substituted.

## Retailing

### RETAILING (MANAGEMENT AND MERCHANDISING) (A.S.)

The Retailing curriculum is a mid-management program. The curriculum has been planned to combine classroom instruction with realistic, supervised, on-the-job training and experience. The specialized Retailing program is designed to prepare young men and women for challenging opportunities in rewarding retailing careers.

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
RG 107	Retail Advertising & Promotion	3	3
BA 214	Salesmanship	3	3
EH 101	Freshman Communications	3	3
PE	Physical Education	2	2
RG 101	Introduction to Retailing	3	3
RG 102	Textiles	3	3
RG 103-104	Retail Practicum I; II	6	6
BA 110	Business Mathematics	3	3
SS 101-102**	Social Inst.; Political Inst.	6	6
			<u>32</u>

SOPHOMORE YEAR			
BA 101	Principles of Accounting	3	3
BA 200	Introduction to Economics	3	3
BA 207	Business Law	3	3
BA 212	Principles of Marketing	3	3
HH 101*	Perspectives on Healthful Living	2	2
PE	Physical Education	2	2
RG 108	Retail Management & Personnel Problems	3	3
RG 111-112	Retail Practicum III; IV	6	6
SP 101	Fundamentals of Speech	3	3
RG 105	Home Furnishings	2	2
RG 110	Fashion Merchandising	2	2
			<u>32</u>

\*HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted for SS 102.

### RETAIL SALES—CLERICAL (One Year) Non-Degree

TERM I			
		HOURS	CREDIT
EH 101	Freshman Communications	3	3
RG 101	Introduction to Retailing	3	3
RG 107	Advertising and Sales Promotion	3	3
RG 110	Fashion Merchandising	2	2
BE 105*	Typing	2	2
BE 100	Office Machines	2	2
			<u>15</u>

TERM II			
SP 101	Fundamentals of Speech	3	3
RG 104	Retail Practicum II	3	3
RG 105	Home Furnishings	2	2
BA 110	Business Mathematics	3	3
BA 214	Principles of Salesmanship	3	3
BE 101	Office Practice	3	3
			<u>17</u>

\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

**STENOGRAPHIC (ONE YEAR) NON-DEGREE**

This curriculum is a one-year terminal course. It prepares the student to do stenographic or clerical work at the junior level, with a minimum of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute in transcription.

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
BA 100.....	Introduction to Business.....		3
BA 110.....	Business Mathematics.....		3
BE 100.....	Office Machines.....		2
BE 101.....	Office Practice.....		3
BE 103-104*.....	Shorthand.....		6
or			
BE 206-207.....	Machine Shorthand.....	(6)	
BE 105-106*.....	Typewriting.....		4
BE 200.....	Business Communications.....		3
EH 101.....	Freshman Communications.....		3
SP 101.....	Fundamentals of Speech.....		3
	Elective.....		3
			<u>33</u>

\*The beginning course in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives. Suggested electives: BA 102, BE 203, or SS 102.

**COURSE DESCRIPTIONS****BA 100 INTRODUCTION TO BUSINESS**

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the free enterprise system and its workings. 3-0-3\*

**BA 101 PRINCIPLES OF ACCOUNTING**

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as a part of the course. 3-0-3

**BA 102 PRINCIPLES OF ACCOUNTING**

(Prerequisite: BA 101 or equivalent). This is a continuation of BA 101. It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. 3-0-3\*

**BA 110 BUSINESS MATHEMATICS**

This course includes information and practice in practical business situations involving: simple interest and bank discount, logarithms, arithmetic progressions and short-term installment buying, merchandise math, and compound interest, annuities and application, equations, and introduction to business statistics. 3-0-3\*

**BA 200 INTRODUCTION TO ECONOMICS**

A one-term course designed to acquaint the student who plans no further study in economics with the objectives, analytical methods, and terminology of the subject. Some of the areas covered will be: historical background; scarcity and the free market system; production organization and productive resources; the role of government in the economy; measuring the production of the entire economy; banking and the money supply; international trade; current economic problems. 3-0-3\*

\*Lecture-Lab-Credit Hours



## Business Courses

### BA 203 COST ACCOUNTING

(Prerequisite: BA 102 or equivalent). This course is a study of the most common cost systems with emphasis on cost for materials, labor, overhead, standard costs, and cost relationships. 3-0-3\*

### BA 204 PRINCIPLES OF ECONOMICS

This course deals with the nature and scope of Economics. It includes the basic theory of supply and demand, the capitalist system, national income accounting, the business cycle, the theory of determination of national income and employment, money and banking, and problems of economic growth. 3-0-3\*

### BA 205 PRINCIPLES OF ECONOMICS

This course is a continuation of BA 204 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income, and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3\*

### BA 207 BUSINESS LAW

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, torts, sales (warranties and liabilities), negotiable instruments, bailor and bailee and personal property (rights and acquisition) will be studied. 3-0-3\*

### BA 208 BUSINESS LAW

This course is a continuation of BA 207 and includes a study of the following: principal and agent, carriers, insurer and insured, relation of partnerships, corporation and stockholders, landlord and tenant, employer and employee, business crimes, bankruptcy and creditors. 3-0-3\*

### BA 209 FLORIDA SCHOOL LAW

The course includes a study of the Florida School Code, the policies and regulations of the Board of Public Instruction, Palm Beach County, comparison of legal trends of other jurisdictions with Florida and the weight of authority, as well as leading applicable federal decisions. 3-0-3\*

### BA 210 PRINCIPLES OF MANAGEMENT

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3\*

### BA 211 SMALL BUSINESS MANAGEMENT

A study of the accepted basic principles of small business management. Particular attention will be given to business functions (Sales, Production, Procurement, Personnel, Finance and Law) as they affect the operation of American small business. 3-0-3

### BA 212 PRINCIPLES OF MARKETING

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumers' goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3-0-3\*

### BA 213 PRINCIPLES OF SUPERVISION

The purpose of this course is to present the important information a supervisor needs to know about his job in dealing with people, money, machines, materials, and himself. 3-0-3\*

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\*Lecture-Lab-Credit Hours

**BA 214 SALESMANSHIP**

This course is designed as a comprehensive sales training program. The primary objective is to measurably develop the sales persuasion skill of each student. The essential selling theories and principles are developed and practiced in simulated selling situations utilizing class presentations and closed circuit T.V. The student will leave the class with a demonstrable ability to convert current sales concepts into successful on-job performance. 3-0-3\*

**BA 240 PURCHASING I**

Study of the purchasing function, organization, policies, legal aspects, ethics, source of supply, quality concepts, quantity determination, pricing, cost improvement, forecasting, automation, make or buy, and capital equipment. 3-0-3\*

**BA 241 PURCHASING II**

Continuation of BA 240. Study of traffic, surplus, storekeeping, budgets, international purchasing, public purchasing, personnel, performance evaluation, and public relations. 3-0-3\*

**BA 242 PRODUCTION MANAGEMENT**

A study of the various phases of production control and the elements which contribute to a successful operation—production forecasting, product development, control of materials, routing, scheduling, and follow-up are studied in a sequence in terms of their significance and their relationship to production control. 3-0-3\*

**BA 243 INTRODUCTION TO TRAFFIC MANAGEMENT**

An introduction to traffic management covering federal regulations, freight rates and tariffs, shipping documents, special freight services, and freight claims. 3-0-3\*

**BA 271 SUPERVISION—HUMAN RELATIONS IN BUSINESS**

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communications, work and incentives, leadership, and the executive and his roles. 3-0-3\*

**BE 100 OFFICE MACHINES**

This course is designed to familiarize the student with the operation of the various office machines currently used in business. The student, through regular practice of correct technique, learns the basic skills and develops a high degree of speed on the electronic calculators, programmable calculator, rotary calculators, printing calculators, Key-driven calculator, dictating, ten-key adding, full-key adding, L 2000 Burroughs Computer, NCR 4200 Hotel Posting, and the various accounting machines found in the business field today. 1-2-2\*

**BE 101 OFFICE PRACTICE**

(Prerequisite: BE 105 or equivalent). This course includes secretarial practice in general office procedure with filing, duplicating, machine transcription, handling of mail, receptionist and telephone techniques, meetings and conferences, automatic typewriter and addressograph machine operator. 3-0-3\*

**BE 103 SHORTHAND**

(Co-requisite: BE 105 or the successful completion of a previous typing course). All basic principles of the Gregg Shorthand system are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for BE 104. A dictation skill of 50 to 70 words a minute is developed. 1-4-3\*

**BE 104 DICTATION AND TRANSCRIPTION**

(Prerequisite: BE 103 or equivalent, and BE 105 or equivalent). This course is a continuation of BE 103. A dictation skill of 80 to 100 words a minute is developed on newsmatter dictation, and transcription skill of at least 30 words a minute is attained. 2-2-3\*

**BE 105 BEGINNING TYPEWRITING**

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-2\*

\* Lecture-Lab-Credit Hours

## **Business Courses**

### **BE 106 INTERMEDIATE TYPEWRITING**

(Prerequisite: BE 105 or equivalent). This course is a continuation of BE 105 and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-2\*

### **BE 107 TYPEWRITING**

Individualized instruction in a combined section of Beginning and Intermediate Typewriting. The student will progress in the typing sequence that can be accomplished in the term. Two hours credit will be granted in BE 105 or BE 106 upon successful completion of work assigned. 1-3-2\*

### **BE 200 BUSINESS COMMUNICATIONS**

(Prerequisites: EH 101, and BE 105 or equivalent). The purpose of this course is to study correspondence of the business office—letterheads, stationery, and styles of letter writing. Much time will be spent in composing various kinds of business letters and business reports. 3-0-3\*

### **BE 201 ADVANCED SHORTHAND DICTATION AND TRANSCRIPTION**

(Prerequisite: BE 104 or equivalent and BE 106 or equivalent). This course includes the general instruction offered for stenographic work. Through the use of high-speed Gregg dictation tapes, a shorthand writing speed of 120 words a minute is developed. 2-2-3\*

### **BE 203 SPECIAL APPLICATIONS OF DICTATION AND TRANSCRIPTION**

(Prerequisites: BE 106, BE 201 or equivalents). Dictation and transcription practice is given utilizing short cuts applicable to the special business and technical fields. Legal, medical, and technical terminology is taught. 2-2-3\*

### **BE 205 ADVANCED TYPEWRITING**

(Prerequisite: BE 106). Improvement of production ability on all typing is stressed. There is a thorough review of problems in typing office forms, tabulated reports, manuscripts, and business letters. Introduction is made to the typing of legal and medical forms and government and military letters. Speed-up procedures will be used in the development of maximum typewriting skill. 1-3-2\*

### **BE 206 MACHINE SHORTHAND**

(Co-requisite: BE 105 or BE 106 or equivalent). All the basic theory of the machine shorthand system is studied. The Stenograph machine is used. A dictation skill of 60 to 80 words a minute is developed. This course is open to all students interested in the secretarial field, especially those going into legal work. Previous shorthand is not needed. 1-4-3\*

### **BE 207 MACHINE SHORTHAND**

(Prerequisite: BE 206). This course is a continuation of BE 206, with emphasis on skill building and its application to usable transcription. A dictation skill of 80 to 120 words a minute will be developed. 1-4-3\*

### **BE 208 HEALTH RELATED OFFICE PRACTICE**

This course is designed to instruct students in dental and medical office procedures with special emphasis on recordkeeping, filing, income and social security taxes, workmen's compensation, health insurance, and basic communications. 3-0-3\*

## **BANKING**

### **BA 120 SAVINGS AND TIME DEPOSIT BANKING**

The role of savings in the economy, forms of financing savings, interests and saving, deposit-type savings institutions, types of savings and other time accounts, calculation of interest payments, economic and legal bases of asset management, asset management policies, operations and control, supervision of financial institutions, examinations and provisions of liquidity, marketing savings and time deposits, current problems and issues. 3-0-3\*

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\* Lecture-Lab-Credit Hours

**BA 123 INSTALLMENT CREDIT**

(Prerequisite: BA 126 and BA 130). Evolution of installment credit, installment credit in commercial banks, qualifications of a good installment credit risk, technique of loan interview and the development of credit information, investigation and the credit decision, installment sale financing, inventory financing (flooring), rate structure and cost analysis, servicing installment credit, collection procedures, business installment credit, special loan programs, advertising and business development, installment credit and your bank. 3-0-3\*

**BA 124 BUSINESS ADMINISTRATION**

The importance of business organization in our economy, legal forms of business organization, bases of management decisions, coordination of business functions, fundamentals of financial management, the financing of business, problems and policies of financial administration, manufacturing procedures and production costs, the place of materials in production, plant and machinery in production, coordination of men and machinery, employer-employee relations, wages and other compensation, the development of industrial relations, collective bargaining, the functions of marketing, wholesaling, retailing, marketing policies, sales management, accounting, statistics, and forecasting the budget and coordination, effective public relations. 3-0-3\*

**BA 126 LAW AND BANKING**

Formation of contracts, consideration, the statute of frauds, capacity and parties to contract, performance and termination of contracts, defenses, remedies, and damages, quasi-contracts, commercial paper bank deposits and bank collections, sales of personal property, documents of title, secured transactions, agencies, partnerships, corporations, personal property, real property, estates and trusts, torts and crimes, miscellaneous (suretyship, bankruptcy, bulk transfers). 3-0-3\*

**BA 127 MONEY AND BANKING**

Financial institutions, characteristics of money, structure of the commercial banking system, creation of bank deposits, cash assets of banks, secondary reserves, earning assets, banking in the United States to 1913, the Federal Reserve System, Federal Reserve credit, sources and uses of member bank reserves, the money market, interest rates, and liquidity, Federal Reserve policies and operations in the money market, Treasury operations in the money market, money and incomes, money and the price level, recent monetary problems, international finance. 3-0-3\*

**BA 128 BANK LETTERS AND REPORTS**

Your reader and you, the personality of a letter, problems in dictation and transcription, placement of essential information in letters, the well-planned letter, beginnings and endings, the choice of words, the structure of the sentence, form letters, service letters, the letter of inquiry, the letter of collection, letters concerning loans and trusts, personal letters, memoranda, writing connected with conferences and meetings, bank reports, grammatical usage, punctuation, the use of a bibliography. 3-0-3\*

**BA 130 PRINCIPLES OF BANK OPERATIONS**

The economic importance of banks, receiving function, processing of cash items, bookkeeping operations, posting systems, paying teller operations, collection services, legal relationships with depositors, characteristics of negotiable instruments, the savings and time deposit function, management of bank funds, loans and investments, general bank accounting, account analysis, internal controls, international functional services, trust services, safe deposit services, other services, growth of the American banking system, the Federal Reserve System, government supervision, banking and public service. 3-0-3\*

**BA 221 BANK MANAGEMENT**

The nature and objectives of banking, formulation of objectives and policies, organizational planning, the manning of the organizational structure, management in action, management controls, management and specific functions, the deposit function, the employment of bank funds, loans and investments, the trust function, other service functions, the art of management. 3-0-3\*

\*Lecture-Lab-Credit Hours



### **BA 222 CREDIT ADMINISTRATION**

Discussion of policy, the bank credit department, sources of credit information, analyzing financial statements, credit correspondence, the credit folder and other credit records, unsecured loans to customers, secured loans to customers, loans to small business, installment loans, term loans, interbank loans, real estate loans, influence of the Federal Reserve System, investing surplus funds of the commercial bank, dealing with embarrassed concerns, opportunities and responsibilities of the bank lending officer. 3-0-3\*

### **BA 225 BANK INVESTMENTS**

The economic background of investments, federal government securities, federal agency securities, municipal securities, general obligation bonds, revenue bonds, markets for Treasury and municipal securities, general nature of bank liquidity, primary reserves, secondary reserves, security prices, yield curves, and their uses, safety considerations, tax and related considerations, investment policies. 3-0-3

### **BA 229 FUNDAMENTALS OF BANK DATA PROCESSING**

Brief history of banking automation, unit record processing, computer concepts and hardware, magnetic ink character recognition program (MICR), account numbering systems, preparation for automation (installation and conversion), cooperative data processing—services for bank and business customers, auditing automated systems, problems and pitfalls, systems design, programming basic, a bank application (installment credit system), other bank systems, bank information systems. 3-0-3\*

### **BA 231 TRUST FUNCTIONS AND SERVICES**

Property and property rights, wills, settlement of estates, responsibilities of executors and administrators, personal trusts, insurance trusts, administration of personal trusts, general responsibilities of trustees, general responsibilities of investment procedures of trustees, essential features of personal trust instruments, guardianships, personal agencies, responsibilities of personal agents, corporate trusts, administration of corporate trusts, corporate agencies, employee trusts, community trusts, institutional trusts, and agencies; history of trust services, historical background of trust institutions. 3-0-3\*

### **BA 232 BANK PUBLIC RELATIONS AND MARKETING**

Functional structure of bank public relations and marketing, staff selection, training, and performance; internal communication, physical facilities and equipment, marketing and opinion research, policy determination and planning for public relations and marketing, publicity, advertising, marketing and selling, staff selling, the officer call program, community relations, school relations, government relations, relations with banking competitors and other financial institutions, stockholder relations, blueprint for a winning bank. 3-0-3\*

### **BA 233 FINANCING BUSINESS ENTERPRISE**

Business finance in the American economy, basic problems, unincorporated business, the corporation, capitalization, the financial plan, equity capital, creditor capital, intermediate-term capital, short-term credit, sale of common stock to special groups, public issues and direct placement of securities, financial policies—use of securities, working capital and turn-over ratios, cash flow and budgets, management and measurement of earnings, surplus and dividends, merger and consolidation, financial strain and business failure, financial readjustments and bankruptcy, reorganization, social aspects of business finance. 3-0-3\*

### **BA 234 SUPERVISION AND PERSONNEL ADMINISTRATION**

Organizational structure, the supervisor's job, automation and the supervisor, growth of the human relations concept, communication, the supervisor as a manager, recruitment and selection of employees, induction of the new employee, training, development of desirable attitudes, production planning, implementation of policies and procedures, the giving of orders, maintenance of production, maintenance of discipline, the handling of grievances, reports to higher management, personnel appraisal and counseling, salary administration and related controls, operations improvement, cost control, quality control, supervision tomorrow. 3-0-3\*

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\*Lecture-Lab-Credit Hours



**BA 235 AGRICULTURAL FINANCE**

The dynamics of agricultural finance, capital structure and credit needs of agriculture, the role of bank policy, loan analysis, legal instruments, livestock and poultry financing, crop financing, capital loans, agribusiness, sources of credit, management of the farm loan portfolio, public relations and business development, sources and use of agricultural information. 3-0-3\*

**BA 236 HOME MORTGAGE LENDING**

Mortgage credit in the United States, structure of the mortgage market, development of a mortgage portfolio, determining mortgage plans, loan application processing-existing housing, residential construction-lending policies and practices, appraisal of property, credit analysis of the borrower, FHA-insured loans, guaranteed loan program for veterans, legal aspects of mortgage lending, closing mortgage loans, mortgage loan servicing, delinquent loan servicing, management of foreclosed real estate, management considerations in mortgage lending and portfolio management. 3-0-3\*

**BA 237 ANALYZING FINANCIAL STATEMENTS**

Basic considerations in statement analysis, details of financial statements (the balance sheet, profit and loss statement, reconciliation of net worth), basic ratios, analysis by internal comparison, working capital changes-peak debt position, analysis by external comparison, analysis of receivables, analysis of inventories, balance sheet analysis, profit and loss analysis, interim trial balances, consolidated statements, budgets and projections. 3-0-3\*

**HOME ECONOMICS****HE 101 ELEMENTS OF NUTRITION**

This course presents fundamental principles, findings, concepts, and applications of normal nutrition. It provides background in the science of nutrition to serve as a basis for decisions in dietary planning. 3-0-3\*

**HE 102 FOOD FOR THE FAMILY**

This basic course deals with the relation of good nutrition to the health of the individual. It includes planning and preparing nutritionally adequate and aesthetically satisfying meals for the family. 2-2-3

**HE 106 ELEMENTS OF CLOTHING CONSTRUCTION**

Emphasis is placed on learning to take accurate measurements and construct proper fitting garments through the use of commercial patterns and fundamental techniques of sewing. 2-2-3\*

**HE 107 CREATIVE PATTERN MAKING I**

Introduction to the flat pattern method of making patterns as used in the garment and pattern company trades. Students will accomplish the basic steps in the development of dress patterns by the flat pattern drafting method. They will learn to draft the basic slopers for standard sizes and to their personal measurements. The development of the hip length sloper and the basic principles of fitting will be stressed. Students will design and make a pattern for a simple basic dress. 3-0-3\*

**HE 108 CREATIVE PATTERN MAKING II**

Instruction in the basic principles of draping the basic slopers and the transferring of a muslin into a paper pattern, stressing the importance of accurate pattern construction. A continuation of the drafting and flat pattern method. 3-0-3\*

**HE 201 CLOTHING CONSTRUCTION**

(Prerequisite: HE 106). This is further application of the sewing principles and techniques as they are used to achieve the custom-made look in clothing suitable to the individual. 2-2-3\*

**HE 203 COSTUME SELECTION**

A study of the sociological and psychological influences in the evolvement of fashion as applied to individual decisions in clothing selection. The course includes figure analysis, personal improvement, wardrobe planning, care and maintenance of clothing. 3-0-3\*

\*Lecture-Lab-Credit Hours

**HE 207 CREATIVE PATTERN MAKING III**

Advanced study of the flat pattern method and draping method in the making of patterns from sketches. Grading of patterns and the beginning of custom tailoring procedures will be introduced. 3-0-3\*

**HE 208 CREATIVE PATTERN MAKING IV**

Advanced study of tailoring procedures. Advanced designing is emphasized as the student designs a collection of styles which she sketches, makes the pattern, drapes and constructs. 3-0-3\*

**HOTEL—FOOD SERVICE MANAGEMENT**

**HR 100 INTRODUCTION TO HOTEL-RESTAURANT MANAGEMENT**

The historical background of the Hotel-Motel Industry, its scope in Palm Beach County, the State of Florida, and the United States. A study of departmental functions and job responsibilities in a small, medium, and large hotel and motel. 3-0-3\*

**HR 102 INTRODUCTION TO FOOD SERVICE MANAGEMENT**

An introduction to managerial techniques in operating a food service establishment. It deals with historically significant developments, basic principles, and fundamental processes underlying food preparation, service, and other operational procedures. 3-0-3\*

**HR 118 HOTEL-MOTEL-FOOD SERVICE PRACTICUM I**

The aim of this course is to expose the student to an actual work experience, thus, the student is expected to obtain employment in a local hotel, motel, or food service outlet. The work and lecture periods are coordinated so that the experience being obtained will result in a learning sequence that will lead to positions of higher responsibility. 2-6-4\*

**HR 201 HOTEL-MOTEL FRONT OFFICE ADMINISTRATION AND PROCEDURES**

A study of the functions, procedures and organization of the front office department in a medium and large hotel, with emphasis on reservations and front office psychology. 3-0-3\*

**HR 202 HOTEL-MOTEL HOUSEKEEPING MANAGEMENT**

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3\*

**HR 204 HOTEL-MOTEL MANAGEMENT PRACTICES**

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3\*

**HR 207 LEGAL ASPECTS OF HOTEL ADMINISTRATION**

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3\*

**HR 210 QUANTITY FOOD COMPOSITION AND PREPARATION**

(Prerequisite: HR 102 or permission of the instructor). A study is made of the production and effective use of food materials considering economic, nutritive, and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 2-6-3\*

**HR 211 PURCHASING MANAGEMENT**

The major emphasis will be upon presentation of materials and managerial information needed for the operation of a club, hotel, motel, or food establishment. 3-0-3

**HR 212 PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES**

This course is designed to study the basic principles and analysis of managerial problems including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and cost control, legal requirements, and safety controls. 3-0-3\*

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\*Lecture-Lab-Credit Hours

## **HR 213 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE**

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3-0-3\*

## **HR 214 FOOD AND BEVERAGE CONTROL**

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 2-0-2\*

## **HR 215 EQUIPMENT USE AND MAINTENANCE**

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, motels, and related institutions. 3-0-3\*

## **HR 216 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE ESTABLISHMENTS**

A study of advertising principles as they relate to the promotion of sales in hotels and restaurants. 3-0-3\*

## **HR 218 HOTEL-MOTEL FOOD SERVICE PRACTICUM II**

This course is a continuation of HR 118. 2-6-4\*

# **INSURANCE**

## **IN 101 GENERAL PRINCIPLES OF INSURANCE**

A study of basic insurance principles and the fundamentals of insurance company operation. Some of the concepts explored are: risk, probability, requisites of insurable risks, negligence, indemnity, insurable interest, co-insurance and deductibles. Rating, underwriting, marketing and re-insurance are also covered. All of these functions are examined in a framework built around a study of insurance company organization, types of field organization, powers and functions of agents and brokers, and regulation of the insurance industry. 3-0-3\*

# **REAL ESTATE**

## **RE 101 INTRODUCTION TO REAL ESTATE PRINCIPLES AND PRACTICES**

A study of the basic principles, practices and theories of real property, its economic value, legal implications, and relationship to the salesman and broker. Successful completion required by Florida Real Estate Commission prior to filing application for State licensing examination. A broad overview of real estate principles but does not cover Real Estate licensing law in depth. 3-0-3\*

## **RE 102 REAL ESTATE LAW**

Legal aspects of real property ownership, development, transfer, and brokerage. A thorough review of Florida Real Estate Law in preparation for the State licensing examination. 3-0-3\*

# **RETAILING**

## **RG 101 INTRODUCTION TO RETAILING**

A study of the principles, procedures, and techniques of retailing, buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3\*

## **RG 102 TEXTILES**

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3\*

\* Lecture-Lab-Credit Hours



**RG 103 SALES AND MARKETING PRACTICUM I**

Class discussion and lecture include problems of job placement; sources of job information; interview techniques and methods; job application problems; appearance, grooming and attitudes as factors in job placement and promotion. Conferences, counseling, and follow-up interviews will be scheduled individually to make the relationship of classroom theory and store service experience meaningful. Includes participation in sales and marketing club activities. 1-9-3\*

**RG 104 SALES AND MARKETING PRACTICUM II**

A continuation of RG 103. 1-9-3\*

**RG 105 HOME FURNISHINGS**

A study of the history, style, construction, and quality of home furnishings. Basic concepts of the application of color, line, and design to fashion will be included. Problems in fashion coordination and the analysis of fashion trends will be covered. A study of the materials, manufacture, and sources involved in the home furnishings division. 2-0-2\*

**RG 107 RETAIL ADVERTISING AND PROMOTION**

A study of the planning and preparation of retail advertising and promotion with emphasis on the smaller retailer. Practice will be given in retail copy and layout; selecting media; and research. Projects will be related to the student's interest. 3-0-3\*

**RG 108 RETAIL MANAGEMENT AND PERSONNEL PROBLEMS**

An integrated study of retail management functions, decision making, and problems will be made. The emphasis will be on operations, merchandising, and sales promotion procedures with particular attention to the principles of personnel administration and the problems involved. 3-0-3\*

**RG 110 FASHION MERCHANDISING**

A study of the style, construction, and quality of men's, women's, and children's ready-to-wear apparel. Fashion history, trends, coordination, and the application of color, line, and design to ready-to-wear fashions are studied. 2-0-2\*

**RG 111 SALES AND MARKETING PRACTICUM III**

A planned program of independent research, observation, study, and work in selected firms is the crux of the seminar. Programs are designed to correlate classroom study with work experiences through seminar meetings and supervised field experiences. Offered fall and winter terms. 1-9-3\*

**RG 112 SALES AND MARKETING PRACTICUM IV**

A continuation of RG 111. 1-9-3\*

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\*Lecture-Lab-Credit Hours





## Chemistry

**FACULTY:** Truchelut (Chairman), Ackerman, Fayssoux, Lesko, Toohey

**MAJORS:** Chemistry, Chemistry Teacher, Pre-Dental, Pre-Medical, Pre-Pharmacy, Pre-Veterinary

**COURSE PREFIXES:** CY

**PROGRAMS:**

**CHEMISTRY, CHEMISTRY TEACHER (A.A.)**

COURSE	TITLE	FRESHMAN YEAR			HOURS	CREDIT
		SEMESTER	Fall	Winter		
AT 110 or MC 110	Art Appreciation or Music Appreciation	3	(3)			
CY 101	General Chemistry I	3		4		
CY 102	General Chemistry II					
CY 103	General Chemistry III					4
EH 101-102	Freshman Communications	3	3			
MS 111	College Algebra	3		3		
MS 121	Trigonometry and Analytic Geometry			3		
SS 101	Social Institutions	3				
SS 102*	Political Institutions			3		
HH 101**	Perspectives on Healthful Living			2		
PE	Physical Education	$\frac{1}{16}$	$\frac{1}{16}$			$\frac{4}{4}$

SOPHOMORE YEAR						
CY 202	Quantitative Analysis			4		
CY 211-212	Organic Chemistry I, II	4	4			
EH	Literature	3				
MS 204-205	Calculus I, II	3	3			
PH 205-206	General Physics with Calculus I, II	4	4			
PE	Physical Education	$\frac{1}{15}$	$\frac{1}{16}$			

PL 201 or HY 201 may be substituted.

\*HH 230 may be substituted.



## Pre-Dental

### PRE-DENTAL, PRE-MEDICAL, PRE-PHARMACY, PRE-VETERINARY (A.A.)

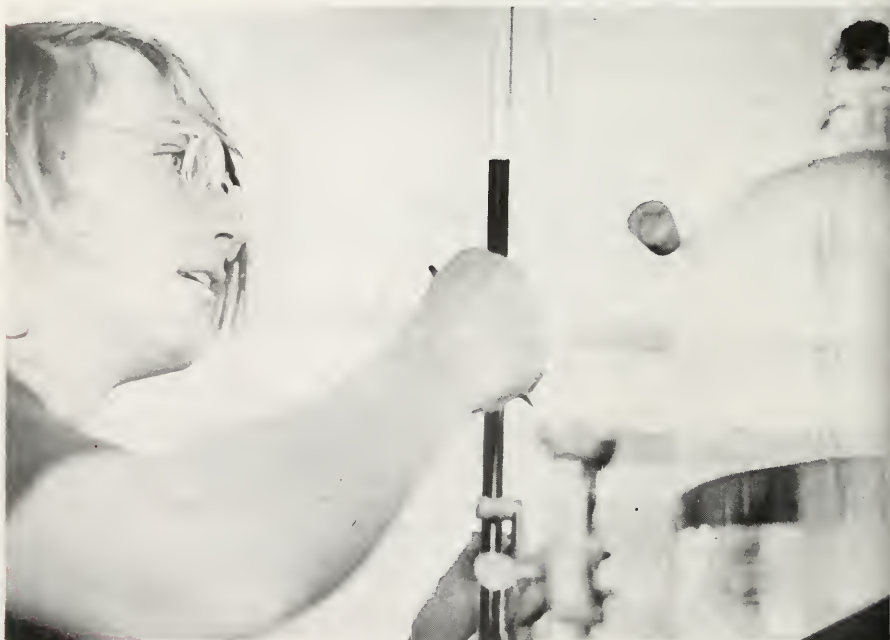
This course will meet the minimum requirements for admission to most medical and dental schools. While students may be admitted to dental schools after two years of pre-professional work, medical schools require at least three, usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

COURSE	TITLE	FRESHMAN YEAR			CREDIT
		Fall	Winter	Spring	
AT 110 or MC 110...	Art Appreciation or Music Appreciation	3	(3)		
CY 101, 102, 103 .....	General Chemistry I, II, III .....	3	4		4
BY 100-105.....	Principles of Biology; Principles of Biology Laboratory.....	4			
BY 102-104.....	General Zoology; Gen. Zoology Lab.....		4		
EH 101-102.....	Freshman Communications .....	3	3		
MS 111 .....	College Algebra.....	3			
MS 121 .....	Trigonometry and Analytical Geometry..		3		
HH 101** .....	Perspectives on Healthful Living .....		2		
PE.....	Physical Education.....	$\frac{1}{17}$	$\frac{1}{17}$		$\frac{4}{4}$
SOPHOMORE YEAR					
BY 201-202*** .....	Comparative Vertebrate Anatomy .....	3	3		
CY 211-212.....	Organic Chemistry I, II .....	4	4		
EH.....	Literature .....	3			
PH 201-202.....	General Physics I, II.....	4	4		
SS 101-102*.....	Social Institutions; Political Inst. ....	3	3		
PE.....	Physical Education.....	$\frac{1}{17}$	$\frac{2}{16}$		

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*Pre-Pharmacy students may substitute BA 101, BA 102 or CY 202.





## COURSE DESCRIPTIONS

### CY 100 PRINCIPLES OF CHEMISTRY

An introduction to the principles of modern chemistry for students who do not need the more intensive courses. Serves as co- or prerequisite for CY 105. 3-0-3\*

### CY 101 GENERAL CHEMISTRY I

(Co- or prerequisite: MS 110 or higher). First course of a three-semester sequence. College chemistry with a thorough study of modern concepts of atomic structure and other laws, principles and practice of general chemistry. The latter requires emphasis on problem solving. 3-0-3\*

### CY 102 GENERAL CHEMISTRY II

(Prerequisite: CY 101, co- or prerequisite MS 111 or higher). Continuation of CY 101. 3-3-4\*

### CY 103 GENERAL CHEMISTRY III

(Prerequisite: CY 102). Continuation of CY 101, 102. 3-3-4\*

### CY 105 LAB FOR CY 100

(Co- or prerequisite: CY 100). A study of metric measurements, physical and chemical properties, elements and compounds, and many laboratory techniques and skills. 0-2-1\*

### CY 200 PRINCIPLES OF ORGANIC CHEMISTRY

(Prerequisites: CY 100 and CY 105 with "C" or better). A one-semester course in the fundamentals of organic chemistry, with emphasis on the chemistry related to foods, vitamins, fabrics, dyes, plastics, pesticides, solvents and other household or consumer products. 3-4-4\*

### CY 202 QUANTITATIVE ANALYSIS

(Prerequisite: CY 103 or equivalent). The theory and practice of exact methods of chemical analysis, including volumetric, gravimetric, and an introduction to instrumental methods. 2-6-4\*

### CY 211 ORGANIC CHEMISTRY I

(Co- or prerequisite CY 103). First half of a two-semester sequence, covering fundamental concepts, nomenclature, synthesis and reactions of the many classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. 3-4-4\*

### CY 212 ORGANIC CHEMISTRY II

(Prerequisite: CY 211). Continuation of CY 211. 3-4-4\*

\* Lecture-Lab-Credit Hours

## Data Processing

**FACULTY:** Washburn (Chairman), Baldree, Boyett, Royall

**MAJORS:** Computer Technology (A.S.); Computer Science, Systems Engineering (A.A.); Computer Science, Scientific (A.A.); Computer Science, Business Option (A.A.); Computer Operator (Certificate Program).

**COURSE PREFIXES:** DP

**PROGRAMS:**

**COMPUTER TECHNOLOGY (A.S.)**

		FRESHMAN YEAR	SEMESTER HOURS	CREDIT
COURSE	TITLE			
BA 101-102.....	Principles of Accounting .....		6	
DP 102.....	Computer Theory.....		3	
DP 105.....	Introduction to Computers .....		3	
DP 202.....	Computer Programming I .....		3	
EH 101-102.....	Freshman Communications .....		6	
MS 106 or higher.....	Mathematics .....		3	
PE.....	Physical Education.....		2	
SS 101.....	Social Institutions .....		3	
AT 110 or MC 110...	Art Appreciation or Music Appreciation.....		3	
				32



**COMPUTER TECHNOLOGY (A.S.) Cont'd****SOPHOMORE YEAR**

BA 204-205.....	Principles of Economics .....	6
DP 104.....	Computer Logic .....	3
DP 205.....	Business Programming — COBOL .....	3
DP 206.....	Computer Programming II .....	3
DP 210.....	Advanced Computer Systems.....	2
DP 203.....	Systems and Applications.....	3
EH.....	Literature .....	3
HH 101** .....	Perspectives on Healthful Living .....	2
MS 208.....	Statistics.....	3
PE.....	Physical Education.....	2
SS 102* .....	Political Institutions.....	3
		<u>33</u>

\*PL 201 or HY 201 may be substituted.

\*\*HH 230 may be substituted.

**COMPUTER SCIENCE (A.A.)**

(Systems Engineering)

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS	CREDIT
CY 101-102.....	General Chemistry.....	7	
DP 102.....	Computer Theory.....	3	
DP 202.....	Computer Programming I .....	3	
EH 101-102.....	Freshman Communications.....	6	
EG 101.....	Engineering Graphics I.....	2	
EG 110.....	Engineering Problems & Orientation.....	1	
MS 204-205.....	Calculus I, II .....	6	
PE.....	Physical Education.....	2	
AT 110 or MC 110...	Art Appreciation or Music Appreciation.....	3	
		<u>33</u>	

**SOPHOMORE YEAR**

CY 103.....	General Chemistry.....	4
PH 205-206.....	General Physics with Calculus I, II .....	8
MS 206.....	Calculus III.....	3
DP 104.....	Computer Logic .....	3
DP 206.....	Computer Programming II .....	3
EH.....	Literature .....	3
HH 101** .....	Perspectives on Healthful Living .....	2
PE.....	Physical Education.....	2
SS 101-102* .....	Social Institutions; Political Institutions .....	6
		<u>34</u>

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.



# Computer Science

## COMPUTER SCIENCE (A.A.)

(Scientific)

		FRESHMAN YEAR	SEMESTER HOURS	CREDIT
CY 101-102.....	General Chemistry.....		7	
DP 102.....	Computer Theory.....		3	
DP 202.....	Computer Programming I.....		3	
EH 101-102.....	Freshman Communications.....		6	
PE.....	Physical Education.....		2	
BY 100.....	Principals of Biology.....		3	
BY 102.....	General Zoology Lecture.....		3	
BY 103.....	General Botany Laboratory.....		1	
MS 111-121.....	College Algebra; Trigonometry & Analytic Geometry.....		<u>6</u>	
			34	

		SOPHOMORE YEAR	SEMESTER HOURS	CREDIT
CY 103.....	General Chemistry.....		4	
PH 201-202.....	General Physics I; II.....		8	
DP 104.....	Computer Logic.....		3	
DP 206.....	Computer Programming II.....		3	
EH.....	Literature.....		3	
HH 101**.....	Perspectives on Healthful Living.....		2	
PE.....	Physical Education.....		<u>2</u>	
SS 101-102*.....	Social Institutions; Political Institutions.....		<u>6</u>	
			31	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.







# COMPUTER SCIENCE (A.A.) (Business Option)

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
AT 110 or MC 110	Art Appreciation or Music Appreciation.....	3	
BA 101-102	Principles of Accounting .....	6	
DP 102	Computer Theory.....	3	
DP 104	Computer Logic.....	3	
DP 202	Computer Programming I .....	3	
EH 101-102	Freshman Communications.....	6	
HH 101**	Perspectives on Healthful Living .....	2	
MS 111	College Algebra.....	3	
SP 101	Fundamentals of Speech.....	3	
PE	Physical Education.....	2	
		<u>34</u>	

SOPHOMORE YEAR			
BA 204-205	Principles of Economics .....	6	
DP 203	Systems and Applications.....	3	
DP 205	Business Programming — COBOL .....	3	
DP 206	Computer Programming II .....	3	
EH	Literature .....	3	
PE	Physical Education.....	2	
	Science.....	7	
SS 101-102*	Social Institutions; Political Institutions .....	6	
		<u>33</u>	

PL 201 or HY 201 may be substituted for SS 102.

\*HH 230 may be substituted.

\*\*BA 204-205 considered Social Science for General Education purposes.

## Computer Operator

### COMPUTER OPERATOR (One Year Certificate Program)

This program prepares the student for a job as a computer operator. It emphasizes machine operation and concentrates on equipment handling.

COURSE	TITLE	SEMESTER	HOURS	CREDIT
BA 100.....	Introduction to Business.....			3
BA 101.....	Principles of Accounting .....			3
BE 100.....	Office Machines.....			2
DP 100.....	Introduction to Computers .....			3
DP 102.....	Computer Theory.....			3
DP 104.....	Computer Logic.....			3
DP 202.....	Computer Programming I.....			3
DP 205.....	Business Programming — COBOL .....			3
EH 101.....	Freshman Communications .....			3
MS 106.....	General Education Math I .....			3
PE.....	Physical Education.....			<u>2</u>
				31

## COURSE DESCRIPTIONS

### DP 100 INTRODUCTION TO COMPUTERS

An introduction to what computers are, how they are used, and how they affect everything from the average citizen up to and including how they affect big business. The course will focus on the topic of computer applications but will also include topics such as data representation, terminology, I/O devices, stored program concepts, and computer languages. 3-0-3\*

### DP 102 COMPUTER THEORY

An introductory course in the principles of the computer. It covers number theory, computer organization, and machine language programming. The major objective is to enable the student to program and operate a digital computer in the machine language. 3-0-3\*

### DP 104 COMPUTER LOGIC

This course emphasizes the logical processes required for computer applications. Topics covered will include flowcharting techniques, the algorithmic approach to problem solving, and programming concepts of some problem-oriented computer language such as FORTRAN IV. 3-0-3\*

### DP 202 COMPUTER PROGRAMMING I

(Prerequisite: DP 102). This course will stress programming in the assembler language. It will also stress the use of subroutines and macros and introduce input and output control system programming. Disc and tape concepts will be used throughout. 2-2-3\*

### DP 203 SYSTEMS AND APPLICATIONS

A course which utilizes system analysis techniques for the solution of business data processing problems. It will include modern analysis techniques such as decision tables, CPM, PERT, as well as value analysis methods. It will also illustrate information theory concepts and how data base and data management techniques can be employed. 3-0-3\*

\*Lecture-Lab-Credit Hours

**DP 205 BUSINESS PROGRAMMING — COBOL**

(Prerequisite: DP 102). This course introduces the COBOL language. It includes language structure and application relating to business programming. 2-2-3\*

**DP 206 COMPUTER PROGRAMMING II**

(Prerequisite: DP 202). This course will stress programming involving disc concepts and input/output control systems. The full range of programming concepts will be studied, including monitors and operating systems with an introduction to the virtual memory operating system. 2-2-3\*

**DP 210 ADVANCED COMPUTER SYSTEMS**

(Prerequisite: DP 202). This course illustrates the changes in computer concepts in both software and hardware. It illustrates principles relating to operating systems, language syntax, real time applications and micro-programming. Field trips to local installations will be arranged. 1-2-2\*

**DP 298 SPECIAL TOPICS IN DATA PROCESSING**

(Prerequisite: Permission of instructor). This course will focus on advanced and specialized topics in data processing that would be of interest to advanced students and persons already employed in the data processing community. 3-0-3\*



\* Lecture-Lab-Credit Hours

## *Dental Health Services*

**FACULTY:** Hutchins (Chairman), Hakucha (Asst. Chairman), Benedict, Bonvechio, Krumm, MacPherson, Mullens, Toomath, Trichler, Weisenborn.

**MAJORS:** Dental Hygiene, Dental Laboratory Technology, Dental Assisting.

**COURSE PREFIXES:** DA, DS, DT

### PROGRAMS:

#### DENTAL HYGIENE (A.S.)

This program is accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners. Please refer to page 47 for the five admission requirements.

		FRESHMAN YEAR		SEMESTER		HOURS	CREDIT
COURSE	TITLE			Fall	Winter		Spring
BY 151-152.....	Anatomy & Physiology.....			3	3		
CY 100.....	Chemistry.....			3			
DS 102.....	Dental Anatomy.....			3			
DS 103.....	General & Oral Histology.....				2		
DS 104.....	Dental Radiology.....				2		
DS 106.....	Oral Hygiene.....			1			
DS 110-111-205.....	Clinical Dental Hygiene I, II, III.....			3	3		3
EH 101-102.....	Freshman Communications.....			3	3		
SP 101.....	Fundamentals of Speech.....				3		
SS 101.....	Social Institutions.....						3
				16	16		6

		SOPHOMORE YEAR		SEMESTER		HOURS	CREDIT
COURSE	TITLE			Fall	Winter		Spring
BY 156.....	Microbiology.....			3			
DS 105.....	Pharmacology.....			1			
DS 202.....	General & Oral Pathology.....			2			
DS 203.....	Public Health & Preventive Dentistry.....					1	
DS 206.....	Practice Administration.....					1	
DS 207.....	Dental Health Education.....			2			
DS 208.....	Clinical Observation.....					1	
DS 209.....	Laboratory to DS 208.....					1	
DS 210-215.....	Clinical Dental Hygiene IV, V.....			3	3		
HE 101.....	Elements of Nutrition.....			3			
HH 101**.....	Perspectives on Healthful Living.....					2	
PE.....	Physical Education.....			1		1	
PY 201.....	General Psychology.....					3	
SS 102*.....	Political Institutions.....					3	
				15	15		

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted



**DENTAL LABORATORY TECHNOLOGY (A.S.)**

This two-year curriculum includes all the areas of instruction as defined by the Council on Education and the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society. This program is accredited by the Council on Dental Education of the American Dental Association.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
BA 100	Introduction to Business		3	
DA 105	Elements of Dental Materials		3	
DS 102	Dental Anatomy & Physiology	3		
DT 100	Complete Denture Techniques I	4		
DT 101	Orientation & Terminology	1		
DT 102	Complete Denture Techniques II		4	
DT 103	Cast Inlay Techniques			2
DT 106	Partial Denture Technique I			2
EH 101-102 or 111	Freshman Communications; Communication Skills for the Technician	3	3	
PE	Physical Education	1	1	
HH 101**	Perspectives on Healthful Living	<u>2</u>	<u>1</u>	<u>4</u>
		14	14	

**SOPHOMORE YEAR**

CY 100-105	Intro. to Chem.; Chemistry Lab	3		
DT 104	Crown & Bridge Technique I	5		
DT 107	Jurisprudence & Prof. Relations		1	
DT 110	Ceramic Techniques I		5	
DT 202	Special Prosthesis			2
DT 204	Crown & Bridge Technique II		4	
DT 206	Partial Denture Technique II	4		
DT 210	Ceramic Technique II			2
SS 101-102*	Social Inst.; Political Inst.	<u>3</u>	<u>3</u>	<u>4</u>
		15	13	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.



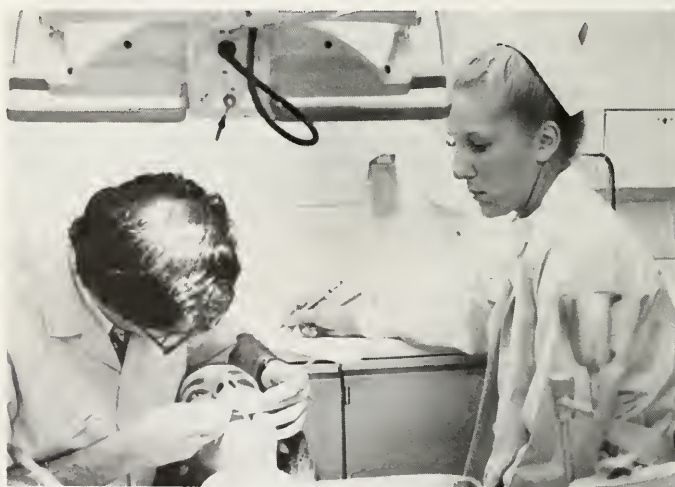


## Dental Assistants

### DENTAL ASSISTING PROGRAM (Certificate Program)

This course covers a period of two terms plus the first session of the Spring Term. It is accredited by the American Dental Association Council on Dental Education. In order to utilize the forty-week period in special studies, typewriting is not included in the curriculum but is a co-requisite to the course and is required for graduation.

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
DA 100.....	Introduction to Dental Assisting.....	1		
DA 102.....	Preclinical Orientation.....	3		
DS 102.....	Dental Anatomy.....	3		
DA 104.....	Related Dental Theory.....		3	
DA 105.....	Elements of Dental Materials.....		3	
DA 106.....	Dental Office Management Practice.....		3	
DA 110.....	Clinical Practice I.....	3		
DA 111.....	Clinical Practice II.....		3	
DA 112.....	Clinical Practice III.....			4
DS 104.....	Dental Radiology.....	2		
DS 209.....	Laboratory for DA 104.....		1	
EH 101.....	Freshman Communications.....	3		
SP 101.....	Fundamentals of Speech.....		3	
		15	16	4



## COURSE DESCRIPTIONS

### DA 100 INTRODUCTION TO DENTAL ASSISTING

This course presents the objectives, responsibilities, ethics, and scope of service of the dental assistant in practice. A working knowledge of dental terminology, personal hygiene, and grooming. 1-0-1\*

### DA 102 PRECLINICAL ORIENTATION

This course presents the nomenclature, maintenance, and application of all the instruments and equipment commonly employed in the dental office. The course also includes instruction in the various techniques in sterilization. 2-2-3\*

\* Lecture-Lab-Credit Hours

**DA 104 RELATED DENTAL THEORY**

Course designed for familiarization of common drugs and medicaments: pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 3-0-3\*

**DA 105 ELEMENTS OF DENTAL MATERIALS**

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-3-3\*

**DA 106 DENTAL OFFICE PRACTICE MANAGEMENT**

Study of practice administration: the methods by which the dentist conducts his practice and the related functions of the assistant. Aspects include speech and telephone communicating, patient management, bookkeeping as pertaining to daily records, appointment making, collections and billing; also filing as pertaining to a patient recall system, history taking, charting, record filing, income and social security taxes and health insurance. 3-0-3\*

**DA 110 CLINICAL PRACTICE I**

The dental assistant student will receive individual instruction in all phases of chairside dental assisting. 0-6-3\*

**DA 111 CLINICAL PRACTICE II**

Continuation of DA 110. 0-6-3\*

**DA 112 CLINICAL PRACTICE III**

The dental assistant student will receive individual instruction in all phases of chairside assisting. This course also includes a supervised extern program utilizing the dental office. 0-8-4\*

**DS 102 DENTAL ANATOMY**

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2-2-3\*

**DS 103 GENERAL AND ORAL HISTOLOGY**

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues. These lectures will cover the morphology of different tissues, early embryonic development, and histologic features of the structures of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. 2-0-2\*

**DS 104 DENTAL RADIOLOGY**

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include application of these techniques in clinical practice. 1-2-2\*

**DS 105 PHARMACOLOGY**

The objective of this course is to familiarize hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. 1-0-1\*

**DS 106 ORAL HYGIENE**

The objective of this course is to acquaint the student with the duties of the dental hygienist in oral hygiene care. This course emphasizes the preventive procedures which can be used to decrease the incidence of oral disease. It includes a study of toothbrush techniques, dentifrices, mouth washes, applied oral hygiene techniques for patients with special needs, and organic and inorganic stains and secretions on the teeth. 1-0-1\*

\*Lecture-Lab-Credit Hours

## Dental Health Courses

### DS 110 CLINICAL DENTAL HYGIENE I

The objectives of this course are to instruct the student in the techniques of instrumentation and polishing of teeth utilizing the dental manikin and transferring the procedures to human patients. Instrument techniques must be mastered before a student may go on to clinical practice. This course also includes sterilization techniques, medical history procedures, fluoride theory, dental charting, instrument sharpening and general clinic procedures. 1-6-3\*

### DS 111 CLINICAL DENTAL HYGIENE II

(Prerequisite: A grade of "C" or above is required in Clinical Dental Hygiene courses DS 110, DS 111, DS 205, DS 210, DS 215). Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 1-6-3\*

### DS 202 GENERAL AND ORAL PATHOLOGY

This course is an introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. 2-0-2\*

### DS 203 PUBLIC HEALTH AND PREVENTIVE DENTISTRY

A study of present day philosophy and practices of Public Health and Public Health Dentistry. A study of the newest concepts of Preventive Dentistry, its meanings and aims and the responsibilities of the Dental Hygienist in this field of practice. 1-0-1\*

### DS 205 CLINICAL DENTAL HYGIENE III

This course is a continuation of Clinical Dental Hygiene II. 1-6-3\*

### DS 206 PRACTICE ADMINISTRATION

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental and dental hygiene history, and office procedures. 1-0-1\*

### DS 207 DENTAL HEALTH EDUCATION

This is a series of lectures to familiarize the dental hygienist with the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. 2-0-2\*

### DS 208 CLINICAL OBSERVATIONS

This course will include a series of clinical lecture-demonstrations in the fields of: restorative dentistry, periodontia, oral diagnoses, orthodontia, pedodontia, oral surgery, anesthesia, endodontics, and dental materials. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. 1-0-1\*

### DS 209 LABORATORY FOR DA 104 AND DS 208

This course will provide laboratory experience in additional duties permitted by Rules and Regulations of the Florida State Board of Dentistry. 0-3-1\*

### DS 210 CLINICAL DENTAL HYGIENE IV

This course is a continuation of Clinical Dental Hygiene III. 1-6-3\*

### DS 215 CLINICAL DENTAL HYGIENE V

This course is a continuation of Clinical Dental Hygiene IV. 1-6-3\*

### DT 100 COMPLETE DENTURE TECHNIQUES I

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 2-6-4\*

\* Lecture-Lab-Credit Hours

**DT 101 ORIENTATION AND TERMINOLOGY**

The course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1\*

**DT 102 COMPLETE DENTURE TECHNIQUES II**

Continuation of DT 100. 2-6-4\*

**DT 103 CAST INLAY AND CROWN TECHNIQUES**

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crown, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2\*

**DT 104 CROWN AND BRIDGE TECHNIQUE I**

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5\*

**DT 106 PARTIAL DENTURE TECHNIQUES I**

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-2\*

**DT 107 JURISPRUDENCE AND ETHICS**

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1\*

**DT 110 CERAMICS I**

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization. 2-9-5\*

**DT 202 SPECIAL PROSTHESIS**

A technical review of courses covered and to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1-2-2\*

**DT 204 CROWN AND BRIDGE TECHNIQUE II**

Advanced techniques to include the use of various types of facing and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4\*

**DT 206 PARTIAL DENTURE TECHNIQUES II**

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 2-6-4\*

**DT 210 CERAMICS II**

A continuation of Ceramics I to include techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restorations. 1-3-2\*

\*Lecture-Lab-Credit Hours

## *Engineering Technology*

**FACULTY:** Rader (Chairman), Austin, Book, Connell, Cooper, Gibson, Hinckley, McCue

**MAJORS:**

**ASSOCIATE DEGREE PROGRAMS (A.S.)**

(Programs that can be completed at Palm Beach Junior College)

- Aerospace Technology
- Air Conditioning and Refrigeration Technology
- Drafting and Design Technology
- Electrical Distribution Technology
- Electronics Technology
- Fire Science Technology
- Land Surveying

**CERTIFICATE PROGRAMS**

(Programs that can be completed in less than two years at Palm Beach Junior College)

- Air Conditioning and Refrigeration Specialist
- Computer Tester
- Drafting Specialist
- Surveyor Certificate

**COLLEGE PARALLEL PROGRAMS (A.A.)**

- Building Construction
- Engineering (all branches)
- Industrial Arts (Teacher)

**COURSE PREFIXES:** AC, AS, CL, DG, EG, EL, FS, ML, TM

**ASSOCIATE DEGREE PROGRAMS (A.S.):**

**AEROSPACE TECHNOLOGY (A.S.)**

Successful completion of this program is designed to qualify students for a commercial pilot's license.

COURSE	TITLE	FRESHMAN YEAR	SEMESTER HOURS		CREDIT
			Fall	Winter	
EH 101-102.....	Freshman Communications.....		3	3	
AS 101.....	Air Science.....		3		
TM 103-104.....	Tech. Math I-II.....		3		3
AS 132*.....	Flight — Basic.....		2		
SS 101.....	Social Institutions.....		3		
AS 111.....	Propulsion Systems.....				3
AS 133.....	Flight — Private.....				3
AS 122.....	Preflight and Navigation.....				3
PE.....	Physical Education.....		1	1	
			15	16	

\*Flying hours in excess of those required for completion of AS 132, AS 133, AS 232, AS 233. A student who wishes to qualify for the FAA instrument rating should continue his program by enrolling in AS 234



## AEROSPACE TECHNOLOGY (A.S.) Cont'd

## SOPHOMORE YEAR

AS 201 .....	Airborne Communications.....	3	
AS 221 .....	Air Transportation.....	3	
AS 211 .....	Aerodynamics.....	3	
AS 232 .....	Flight — Commercial.....	3	
PS 101-102.....	Physical Science I; II.....	3	4
AS 222 .....	Advanced Air Navigation.....		3
AS 233 .....	Flight — Commercial.....		3
HY 201*.....	U.S. History.....		3
HH 101 .....	Perspectives on Healthful Living .....		2
HH 103.....	First Aid.....	1	
PE.....	Physical Education.....	<u>1</u>	<u>1</u>
		17	16

\*PL 201 or SS 102 may be substituted for HY 201.

## AIR CONDITIONING AND REFRIGERATION TECHNOLOGY (A.S.)

The Air Conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of theory and practice and progresses into the more technically advanced area. Some General Education courses are included in the curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS		CREDIT
		Fall	Winter	
AC 104 .....	Essentials of Electricity .....	4		
AC 111 .....	Principles of Refrigeration.....	4		
AC 112 .....	Principles of Air Cond.....			3
AC 125 .....	Refrig. Cycles and Systems.....			3
ML 122 .....	Air Conditioning Shop .....			3
DG 108 .....	Drafting for Air Conditioning .....			2
EH 101-110*.....	Freshman Communications; Tech. Writing.....	3		3
PE.....	Physical Education.....	1		1
TM 103-104.....	Elementary Technical Mathematics I; II.....	3		3
ML 100 .....	Basic Slide Rule .....	<u>1</u>		
		16		18

## SOPHOMORE YEAR

AC 211 .....	Air Conditioning Systems.....	3		
AC 212 .....	Commercial Refrigeration Systems .....	4		
AC 222 .....	Air Distribution and Layout .....	4		
AC 214 .....	Control Systems for Refrigeration and Air Conditioning .....	4		
AC 134 .....	Heating and Ventilation.....			3
AC 224 .....	Planning of Refrigeration and Air Conditioning Systems.....			4
AC 244 .....	Refrigeration Equipment for Air Conditioning Systems.....			3
HH 103 .....	First Aid.....	1		
SS 101 .....	Social Institutions .....			3
HY 201**.....	U.S. History to 1865.....			3
PE.....	Physical Education.....	<u>1</u>		<u>1</u>
		17		17

\*EH 102 may be substituted for EH 110.

\*\*SS 102 or PL 201 may be substituted for HY 201.

NOTE: HH 101 is not required for an A.S. Degree in Air Conditioning and Refrigeration Technology.

## Drafting and Design

### DRAFTING AND DESIGN TECHNOLOGY (A.S.)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

COURSE	TITLE	FRESHMAN YEAR			CREDIT
		SEMESTER	Fall	Winter	Spring
EG 101-102.....	Engineering Graphics I; II.....	2	2		
ML 100.....	Basic Slide Rule.....	1			
DG 112.....	Advanced Drafting.....				3
EH 101.....	Freshman Communications.....	3			
ML 121.....	Manufacturing Processes.....			3	
TM 103-104***.....	Elem. Tech. Math I; II.....	3	3		
PE.....	Physical Education.....	1	1		
HH 103.....	First Aid.....	1			
SS 101.....	Social Institutions.....	3			
DG 110.....	Electrical Drafting.....			2	
PS 102.....	Physical Science II.....			4	
CL 220.....	Surveying Drawing.....		2		
			16	15	3

### SOPHOMORE YEAR

DG 212.....	Technical Illustration.....	3			
ML 210.....	Industrial Relationships.....			3	
ML 221.....	Properties & Testing of Materials.....	4			
DG 204-205.....	Machine Drafting I; II.....			5	
DG 206.....	Architectural Drafting I.....	3			
ML 123.....	Construction Materials.....	3			
PL 201.....	American National Government.....	3			
EH 110***.....	Technical Report Writing.....			3	
HH 101**.....	Perspectives on Healthful Living.....			2	
PE.....	Physical Education.....	1	1		
			17	14	

\*EH 102 may be substituted.

\*\*HH 230 may be substituted.

\*\*\*MS 100-104 may be taken by students not qualified for TM 103-104.

### ELECTRICAL DISTRIBUTION TECHNOLOGY (A.S.)

This program provides the basic principles of electrical power distribution technology. The student is prepared for employment or advancement in a field of the generation, distribution or use of electrical power. The laboratory experiences provide the familiarization and operational procedures of equipment reflective of this technology.

COURSE	TITLE	FRESHMAN YEAR			CREDIT
		SEMESTER	Fall	Winter	
EL 101-102.....	DC Circuits — AC Circuits.....		6	6	
EH 101-110*.....	Freshman Communications; Tech. Writing.....		3		3
TM 103-104**.....	Elem. Tech. Math I; II.....		3		3
DG 110.....	Electrical Drafting.....				2
SS 101.....	Social Institutions.....		3		
PE.....	Physical Education.....		1		1
HH 103.....	First Aid.....				1
			16	16	

\*EH 102 may be substituted for EH 110.

\*\*MS 100 may be taken by students not testing into TM 103-104.

## ELECTRICAL DISTRIBUTION TECHNOLOGY (A.S.) Cont'd

## SOPHOMORE YEAR

EL 203	.....DC Machines.....	3	
EL 204	.....AC Machines.....		3
EL 205	.....Servo. Mech. ....	3	
EL 222	.....Power Transmission.....		3
PH 201-202	.....General Physics .....	4	4
ML 221	.....Properties & Testing of Materials.....	4	
HH 101	.....Perspectives on Healthful Living .....		2
SS 102*	.....Political Inst. ....	3	
CL 211	.....Surveying .....		4
PE	.....Physical Education.....	<u>1</u>	<u>1</u>
		18	17

\*PL 201 or HY 201 may be substituted for SS 102.

## ELECTRONICS TECHNOLOGY (A.S.)

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction in research and development. At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS		CREDIT
		Fall	Winter	
EG 110	.....Electrical Drafting.....		2	
EH 101-110**	.....Freshman Communications; Tech. Writing.....	3	3	
EL 101-102	.....DC Circuits; AC Circuits.....	6	6	
EH 103	.....First Aid.....		1	
EM 103***	.....Elem. Tech. Math I .....	3		
EM 104	.....Elem. Tech. Math II .....		3	
E	.....Physical Education.....	1	1	
S 101	.....Social Institutions .....	<u>3</u>	<u>1</u>	
		16	16	

## SOPHOMORE YEAR

L 201-220**	.....Advanced Electricity I; Logic Circuits.....	4	4
L 211-212***	.....Electronics I; II .....	6	6
E	.....Physical Education.....	1	1
L 214***	.....Electronics Systems .....		3
S 102*	.....Political Institutions .....	3	
Electives****	.....	<u>4</u>	<u>4</u>
		18	18

\*L 201 or HY 201 may be substituted for SS 102.

EL 203, 204 and 205 (offered in evening), a sequence equivalent to EL 201.

\*EL 215, 216, 218 and 219 (offered in evening), a sequence equivalent to EL 211, 212 and 214.

\*\*PH 201 and 202, CY 101 or 102, or MS 204 and 205 must be elected.

OTE: HH 101 is not required for an A.S. Degree in Electronics Technology.

## Fire Science Technology

### FIRE SCIENCE TECHNOLOGY (A.S.)

The Fire Science Technology curriculum is designed for persons currently employed who wish to advance in various fire service categories. A student wishing to earn a certificate rather than an Associate in Science degree may do so by completing only the Fire Science Technology courses.

#### FIRE SCIENCE COURSES

COURSE	TITLE	SEMESTER	HOURS	CREDIT
FS 101	Introduction to Fire Science Technology		3	
FS 102	Fire Prevention		3	
FS 103	Fire Apparatus and Equipment		3	
FS 104	Fire Hydraulics		3	
FS 201	Related Fire Codes and Ordinances		3	
FS 203	Building Construction for Fire Protection		3	
FS 204	Fire Administration		3	
FS 212	Fire Investigation and Arson Detection		3	
			<u>24</u>	

#### ADDITIONAL COURSES REQUIRED FOR A.S. DEGREE

CY 100	Principles of Chemistry		3	
EG 100	Introduction to Technical Drawing		2	
EH 101	Freshman Communications		3	
EH 110***	Technical Writing		3	
HH 101****	Perspectives on Healthful Living		2	
HH 103*****	First Aid		1	
HH 104*****	First Aid (Instructor's Course)		1	
LC 101	The Art of Thinking		3	
MS 106*	General Education Math I		3	
PL 202	American State and Local Government		3	
PY 201	General Psychology		3	
SP 101	Fundamentals of Speech		3	
SS 101	Social Institutions		3	
SS 102**	Political Institutions		3	
PE	Physical Education		<u>4</u>	
			40	

\*MS 100 may be substituted.

\*\*PL 201 or HY 201 may be substituted for SS 102.

\*\*\*EH 102 may be substituted for EH 110.

\*\*\*\*HH 230 may be substituted.

\*\*\*\*\*A student holding a First Aid Instructor's Course certificate may substitute an elective for HH 103-104.

### LAND SURVEYING (A.S.)

The land surveying program is designed to prepare a student for immediate employment in the land surveying profession in a position less than professional, and to transmit the technical knowledge necessary for the professional registration examination.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	Fall	Winter	HOURS	CREDIT
CL 211	Surveying I		4			
CL 214	Electronic and Geodetic Surveying			3		
CL 220	Surveying Drawing			2		
DG 100*	Introduction to Technical Drawing		2			
EH 101-110**	Freshman Communications; Technical Writing ...		3	3		
HH 103	First Aid			1		
PE	Physical Education		1	1		
SS 101	Social Institutions		3			
TM 103-104****	Elementary Technical Mathematics I; II		3	3		
Elective				<u>3</u>		
			16	16		

\*For those with previous drawing experience EG 101 is required.

\*\*EH 102 may be substituted for EH 110

\*\*\*\*MS 110 or higher math courses may be substituted for TM 103; 104.

**LAND SURVEYING (A.S.) Cont'd****SOPHOMORE YEAR**

CL 212.....	Surveying II.....	4	
CL 213.....	Surveying III.....		4
CL 221.....	Subdivisions.....		3
CL 230.....	Topography and Mapping.....	3	
CL 231.....	Photogrammetry.....	3	
CL 260.....	Legal Aspects of Surveying.....	3	
CL 270.....	Land Surveys and Descriptions.....		4
PE.....	Physical Education.....	1	1
SS 102***.....	Political Institutions.....	3	
	Elective*****.....		3
		<u>17</u>	<u>15</u>

\*\*\*PL 201 or HY 201 may be substituted for SS 102.

\*\*\*\*\*BA 101 or BA 207 must be chosen.

**CERTIFICATE PROGRAMS:****AIR CONDITIONING AND REFRIGERATION SPECIALISTS (Certificate Program)**

A program designed to provide a broad background in air conditioning theory and practice.

COURSE	TITLE	SEMESTER HOURS	CREDIT
M 103, EH 101, or ML 122*		3	
AC 104.....	Essentials of Electricity.....	4	
AC 111.....	Essentials of Refrigeration.....	4	
AC 112.....	Principles of Air Conditioning.....	3	
AC 125.....	Refrigeration Cycles and Systems.....	3	
AC 211.....	Air Conditioning Systems.....	3	
AC 222.....	Air Distribution and Layout.....	4	
AC 214.....	Control Systems for Refrigeration and Air Conditioning.....	4	
EH 103.....	First Aid.....	<u>1</u>	
			<u>29</u>

This choice given in relation to goal of the individual student.

**COMPUTER TESTERS CERTIFICATE PROGRAM (One Year)**

This program provides the basic principles of electronic computer testing. The student is prepared in one school year for employment or advancement in a rapidly expanding field. The laboratory experiences provide experiences comparable to those found in industry.

		FRESHMAN YEAR		SEMESTER HOURS		CREDIT
COURSE	TITLE			Fall	Winter	
EH 101.....	Freshman Communications.....			3		
EH 110*.....	Technical Report Writing.....				3	
MA 103-104.....	Elem. Tech. Math I & II.....			3	3	
CS 102.....	Computer Theory.....			3	3	
CS 101.....	D.C. Circuits.....			6		
EE 220-221.....	Logic Circuits; Diagnostic Programming.....				6	
IS 210.....	Industrial Relationships.....				3	
				<u>15</u>	<u>18</u>	

\*EH 102 may be substituted.



## Certificate Programs

### DRAFTING SPECIALIST

COURSE	TITLE	SEMESTER	HOURS	CREDIT
CL 220.....	Surveying Drawing .....			2
DG 110.....	Electrical Drafting .....			2
DG 112.....	Advanced Drafting .....			3
EG 101.....	Engineering Graphics I.....			2
EG 102.....	Engineering Graphics II.....			2
HH 103.....	First Aid.....			1
ML 100.....	Basic Slide Rule.....			1
ML 121.....	Manufacturing Processes .....			3
ML 221.....	Properties and Testing of Materials.....			4
TM 103.....	Elementary Technical Mathematics I.....			3
TM 104.....	Elementary Technical Mathematics II.....			3
				<u>26</u>

### SURVEYOR'S CERTIFICATE

COURSE	TITLE	SEMESTER	HOURS	CREDIT
CL 211.....	Surveying I.....			4
CL 212.....	Surveying II.....			4
CL 220.....	Surveying Drawing .....			2
DG 100.....	Introduction to Technical Drawing .....			2
HH 103.....	First Aid.....			1
TM 103.....	Elementary Technical Mathematics I.....			3
TM 104.....	Elementary Technical Mathematics II.....			3
				<u>19</u>

## COLLEGE PARALLEL PROGRAMS (A.A.)

### BUILDING CONSTRUCTION (A.A.)

		FRESHMAN YEAR		SEMESTER	HOURS	CREDIT
COURSE	TITLE			Fall	Winter	
AT 110 or .....	Art Appreciation .....			3		
MC 110.....	Music Appreciation .....			(3)		
DP 102.....	Computer Theory.....			3		
EH 110.....	Technical Writing.....				3	
EH 101-102.....	Freshman Communications .....			3	3	
EG 101.....	Engineering Graphics I.....				2	
HH 101.....	Perspectives on Healthful Living .....				2	
MS 111.....	College Algebra.....			3		
MS 121.....	Trigonometry and Analytic Geometry.....				3	
SS 101.....	Social Institutions .....			3		
PE.....	Physical Education.....			<u>1</u>	<u>1</u>	
				16	14	

**BUILDING CONSTRUCTION (A.A.) Cont'd****SOPHOMORE YEAR**

DG 206.....	Architectural Drafting.....	3	
EH.....	Literature.....		3
MS 204.....	Analytic Geometry & Calculus I.....	3	
PH 201-202.....	General Physics I; General Physics II.....	4	4
SS 102*.....	Political Institutions.....		3
BA 101.....	Principles of Accounting.....	3	
ML 123.....	Construction Materials.....	3	
ML 261.....	Construction Mechanics (Statics).....		3
PE.....	Physical Education.....	1	1
	General Ed. Electives.....		3
		<u>17</u>	<u>17</u>

\*PL 201 or HY 201 may be substituted for SS 102.

**ENGINEERING (A.A.)**

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics along with humanities and the social studies. This provides the engineer not only with the necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in the decisions he must make in his engineering career.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER HOURS		CREDIT
		Fall	Winter	
CY 101-102.....	General Chemistry I and II.....	3	4	
EH 101-102.....	Freshman Communications.....	3	3	
EG 101-102.....	Engineering Graphics I and II.....	2	2	
EG 110.....	Engineering Problems and Orientation.....	1		
MS 121.....	Trigonometry and Analytic Geometry.....	3		
MS 204.....	Calculus I.....		3	
PE.....	Physical Education.....	1	1	
SS 101.....	Social Institutions.....	3		
SS 102*.....	Political Institutions.....		3	
		<u>16</u>	<u>16</u>	

**SOPHOMORE YEAR**

CY 103.....	General Chemistry III.....	4		
AT 110.....	Art Appreciation.....			3
or				
MC 110.....	Music Appreciation.....			(3)
HH 101.....	Perspectives on Healthful Living.....			2
EH.....	Literature.....	3		
MS 205-206.....	Calculus II; III.....	3	3	
PH 205-206.....	General Physics with Calculus I; II.....	4	4	
PE.....	Physical Education.....	1	1	
	Elective**.....		4	
		<u>15</u>	<u>17</u>	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*MS 210 Mathematical Programming is recommended as an elective.

## Industrial Arts

### INDUSTRIAL ARTS (A.A.)

This program will provide the necessary general education requirements for the first two years of a four-year course leading to a Bachelors Degree in Industrial Arts Education. In addition, it includes basic courses of the major field required for teacher certification in the state of Florida.

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS CREDIT	
			Fall	Winter
EH 101-102.....	Freshman Communications.....		3	3
MS 111-121.....	College Algebra; Trigonometry.....		3	3
SS 101.....	Social Institutions.....		3	
HH 101***.....	Perspectives on Healthful Living.....			2
HY 201.....	U.S. History to 1865.....			3
EG 101-102.....	Engineering Graphics.....		2	2
AT 110.....	Art Appreciation.....		3	
or				
MC 110.....	Music Appreciation.....	(3)		
SP 101.....	Fundamentals of Speech.....			3
PE.....	Physical Education.....		1	1
			15	17
SOPHOMORE YEAR				
PH 201-202*.....	General Physics.....		4	4
EH.....	Literature.....		3	
PY 201.....	General Psychology.....			3
DG 206.....	Architectural Drafting.....		3	
ML 123.....	Construction Materials.....		3	
PE.....	Physical Education.....		1	1
	General Ed. Electives**.....		3	9
			17	17

\*BY 100-105 may be substituted.

\*\*Suggested electives: LC 101, AT 105-106, BE 105, PY 202, EN 101.

\*\*\*HH 230 may be substituted.

## COURSE DESCRIPTIONS

### AC 104 ESSENTIALS OF ELECTRICITY

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3-2-4

### AC 111 PRINCIPLES OF REFRIGERATION

A study of fundamental principles and their application to refrigeration and the component parts of basic commercial systems. 3-2-4

### AC 112 PRINCIPLES OF AIR CONDITIONING

Psychrometrics of air; calculations of heat loads and conditioned air supply. 3-0-3\*

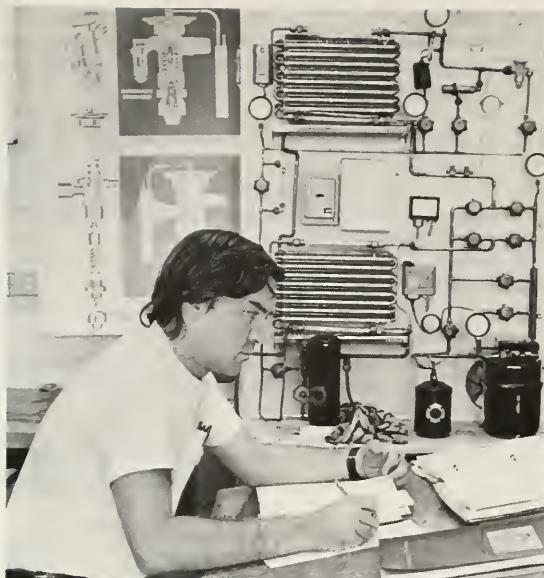
### AC 125 REFRIGERATION CYCLES AND EQUIPMENT

(Prerequisite: AC 104, AC 111). Theory of operation of domestic and commercial refrigeration equipment. 2-2-3\*

### AC 134 HEATING AND VENTILATING

A study of various types of heating and ventilating equipment for comfort heating; the selection and application of domestic and commercial components. 3-0-3\*

\*Lecture-Lab-Credit Hours



### C 211 AIR CONDITIONING SYSTEMS

(Prerequisite: AC 112). A study of the various types of air conditioning systems and their applications. 3-0-3\*

### C 212 COMMERCIAL REFRIGERATION SYSTEMS

(prerequisite: AC 125). Commercial refrigeration systems and their related technical fields. 3-2-4\*

### C 214 CONTROL SYSTEMS FOR REFRIGERATION AND AIR CONDITIONING

(Prerequisite: AC 112, AC 125). Design, selection, application, and troubleshooting of refrigeration and air conditioning control systems. 3-2-4\*

### C 222 AIR DISTRIBUTION AND LAYOUT

(Prerequisite: AC 112, EG 102). Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2-4-4\*

### C 224 PLANNING OF AIR CONDITIONING SYSTEMS

Practice in planning and estimating various types of air conditioning systems. 3-2-4\*

### C 244 REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212). Installation, operation, balancing, and trouble-shooting refrigeration problems in air conditioning. 3-2-4\*

### S 101 AIR SCIENCE

A familiarization course to acquaint the student with the design and function of the airplane, the theory of flight, flight control agencies, rules of the air, aero-medicine, and a survey of the achievements in manned flight. 3-0-3

### S 111 PROPULSION SYSTEMS

An investigation into the theory of engines and the related equipment, engine construction, engine operating procedures. Performance diagnosis and principles of safe engine operation in flight are emphasized. 3-0-3\*

\* Lecture-Lab-Credit Hours

## Engineering Courses

### AS 122 PREFLIGHT AND NAVIGATION

(Prerequisite: AS 101). A study of theory of flight, navigation, weather, aircraft operation and fundamentals of air traffic control. An introduction to the use of the manuals and aids to the airman are stressed. 3-0-3\*

### AS 132 FLIGHT — BASIC

(Co-requisite AS 101). A scientific introduction to flight, through actual flight experience and lectures held by a qualified flight instructor. Course includes 10 hours of dual flight instruction and 22 hours of classroom ground school. This course will place the student in a more favorable position to qualify for the private pilot's certificate. 1-2-2\*

### AS 133 FLIGHT — PRIVATE

(Prerequisite: AS 132). A continuation of Flight — Basic. This course is designed so that the requirements for the Private Pilot's Certificate may be successfully completed. The 48 hours of instruction will include 22 hours of dual flight instruction, 15 hours of solo flight, 3 hours of link trainer and 8 hours of oral briefing by the flight instructor. 1-4-3\*

### AS 201 AIRBORNE COMMUNICATIONS

(Prerequisite: AS 101). A study of the fundamentals of radio and the electronic aids used by the pilot including radio, radar, VHF Omni, direction range (VDR), (ILS), (GCA), and the manuals and guides for the airman. 3-0-3\*

### AS 211 AERODYNAMICS

(Prerequisite: AS 132). A course which features an in-depth study of the aircraft and systems affecting flight. Aircraft design, airframes, costs of operational requirements, global aviation, and the functions of aircraft managements are considered. 3-0-3\*

### AS 221 AEROSPACE AND AIR TRAVEL

(Prerequisite: AS 132). A study of the movement of passengers and air freight and the operation of airlines. Such problems as financing, personnel, training, procurement of equipment, public relations, and other problems related to air carriers and contractors are studied. 3-0-3\*

### AS 222 ADVANCED AIR NAVIGATION

(Prerequisite: AS 201 and AS 231). Orientation on the use of electronic navigational aids to the pilot. The capabilities and limitations of each system, consideration of severe weather phenomena, emergency procedures and the use of weather charts and the airman's manual will be emphasized. 3-0-3\*

### AS 232 FLIGHT — COMMERCIAL I

(Prerequisite: AS 133). This is the first of two flying courses leading to the Commercial Pilot's Certificate. A total of 30 hours dual instruction, 50 hours solo flying time and 40 hours of oral instruction, will be given. 1-4-3\*

### AS 233 FLIGHT — COMMERCIAL II

(Prerequisite: AS 232). The second half of the flying course leading to the Commercial Pilot's Certificate. Each student will log a total of 30 hours dual instruction, 50 hours of solo time, and 40 hours of oral instruction and briefing. The instructor will schedule the student for the FAA examination for Commercial Pilot's Certificate upon completion of the course. 1-4-3\*

### AS 234 FLIGHT — INSTRUMENT

(Prerequisite: AS 233). This course prepares the student for the FAA Instrument Pilot Rating. A total of 20 hours dual instruction, 10 hours link trainer and 20 hours oral instruction will be required for completion. 1-4-3\*

### CL 211 SURVEYING I

Introduction to the profession of land surveying and the field measurement techniques involved; use and construction of the surveyor's transit; taping techniques; leveling; elementary computations dealing with angles, bearings, right triangle trig, and horizontal curves; notekeeping. 2-4-4

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\*Lecture-Lab-Credit Hours



**CL 212 SURVEYING II**

(Prerequisite: CL 211 or suitable experience.) A study of field techniques and their associated computations; adjustment of a transit; errors in angle measurements; errors in distance measurements; field techniques of traversing; traverse computations (closure and balancing); field techniques of tying points to control; tie-in computations; layout of horizontal curves; horizontal curve computations; field techniques and computations of precise levels; vertical curve computations. 2-4-4\*

**CL 220 SURVEYING DRAWING**

(Prerequisite: CL 211 and DG 100 or suitable experience.) An introduction to the drafting techniques and drawings of surveying; lettering; line technique; geometry; lot survey plats; traverse plotting; horizontal, compound, and reverse curves; vertical curves; highway plan, profiles and cross-sections. 1-3-2\*

**CL 230 TOPOGRAPHY AND MAPPING**

(Prerequisite: CL 211 and CL 220 or suitable experience) A study of the field and drafting techniques of map construction; control surveys, detail surveys, transit-tape; transit-stadia; plane table; map drafting; contour construction; use of contour maps; cross-section field work and drafting; earthwork computations; theory and use of state plane coordinate systems; map reproduction techniques. 2-3-3\*

**CL 214 ELECTRONIC AND GEODETIC SURVEYING**

(Prerequisite: CL 211 or suitable experience.) A study of electronic distance measurements and geodetic techniques in surveying; theory, construction and use of electronic measuring devices (geodimeter, tellurometer, ranger-laser, Hewlett-Packard, and others); applied geodetic astronomy (bearing and latitude determination using stars, sun, elongations, etc.); geodetic corrections to surveys of large extent. 3-0-3\*

**CL 231 PHOTOGRAMMETRY**

(Prerequisites: CL 211 or suitable experience.) A study of the geometrical characteristics of photographs and photogrammetric equipment; flight planning and control; photogrammetric measurements; rectification; radial line plotting; parallax measurements; stereo plotter operation. 3-0-3\*

**CL 260 LEGAL ASPECTS OF SURVEYING**

(Prerequisite: CL 211 or suitable experience.) A study of the legal principles of boundary location and professionalism; history of boundary surveys; sectional surveys; legal descriptions, property transfer; resurveys; subdivision plats; surveyor in court; water boundaries. 3-0-3\*

**CL 270 LAND SURVEYING AND DESCRIPTIONS**

(Prerequisite: CL 260 and CL 212 or suitable experience.) A study of the construction of land descriptions and techniques of surveying the boundaries of a described parcel of land; metes and bounds descriptions and surveys; lot and block descriptions and surveys; sectional descriptions and surveys; water boundary descriptions and surveys. (Including all associated computations.) 3-2-4\*

**CL 213 SURVEYING III**

(Prerequisite: CL 212 or suitable experience.) A study of the advanced surveying office computations; traverse, horizontal curve, and vertical curve review; coordinates; area by D.M.D. and coordinates; partitioning problems; intersection problems (line-line, line-curve, curve-curve); missing traverse parts; compound and reverse curve computations; spirals; principles of significant figures and solution analysis. 2-4-4\*

**CL 221 SUBDIVISIONS**

(Pre or Co-requisites: CL 220 and CL 213; or suitable experience.) A study of plat construction from tract description to final record plat; plat drafting; necessary computations; lettering; meaning of legal parts; current plat laws and regulations. 3-0-3\*

\* Lecture-Lab-Credit Hours

## Engineering Courses

### CL 290 TECHNICAL PROBLEMS

(Prerequisites: CL 212, CL 220, CL 231; or suitable experience.) A guided self study into a specialty area of land surveying. Student has an option of — stereo plotter operation, advanced drafting, control surveys and adjustments, sectional surveys, computer programming of surveying problems, or other approved specialties. 3-0-3\*

### DG 100 INTRODUCTION TO TECHNICAL DRAWING

This course is designed for the modern student, who realizes the need for communication with the world of technology. It is also a beginning course for students of engineering and technology. It deals with the fundamental principles of the graphic language (the language of industry), and is developed for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. 1-3-2\*

### DG 108 DRAFTING FOR AIR CONDITIONING

This course is designed to give students of the air conditioning technology program a basic knowledge of architectural structures and drawings, surface developments for duct-work, and electrical schematics. 1-3-2\*

### DG 110 ELECTRICAL DRAFTING

(Prerequisite: DG 100 or one year Sr. High Drafting or its equivalent). This course gives particular attention and practice to electrical and electronic symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, charts and graphs and chassis. 1-3-2\*

### DG 112 ADVANCED DRAFTING

(Prerequisite: EG 102). This course is designed to extend drafting principles and techniques into a variety of industrial and engineering related fields such as machine drawing, sheetmetal, structural, welding and piping drafting. 1-5-3\*

### DG 204 MACHINE DRAFTING I

(Prerequisite: DG 112 Advanced Drafting or consent of the instructor.) A study of source materials, drawing room standards, and procedures is covered. Emphasis is placed on design principles and methods. 1-3-2\*

### DG 205 MACHINE DRAFTING II

(Co-requisite or prerequisite: DG 204 Machine Drafting I). This course deals with design problems of a practical nature based on information covered in DG 204. 1-5-3\*

### DG 206 ARCHITECTURAL DRAFTING

(Prerequisite: DG 100 or EG 101 or equivalent; co-requisite: ML 123). Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs and openings in masonry and wooden structures. Application is made through practical projects 1-5-3\*

### DG 212 TECHNICAL ILLUSTRATION

(Prerequisite: EG 102 or consent of instructor). This course deals primarily with the translation of orthographic drawings into three-dimensional, pictorial representations. Topics include: axonometric drawings, oblique drawings; perspectives, and illustration techniques in shading, rendering and airbrush. 1-5-3\*

### EG 101 ENGINEERING GRAPHICS I

(Prerequisite: DG 100 or one year Sr. High Drafting or its equivalent). This course deals with the study of spatial relations, and analysis of points, lines and surfaces (Descriptive Geometry), as a form of engineering communication. Manipulation of vectors and techniques of graphical solutions are also included. 1-3-2\*

### EG 102 ENGINEERING GRAPHICS II

(Prerequisite: or co-requisite: EG 101). This course is the application of the principles learned in EG 101, for the preparation of engineering working drawings which include in addition to orthographic projection, dimensioning, tolerancing sectional views, and threads and fasteners. Inking, design principles, and charts and graphs are also included. 1-3-2\*

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\*Lecture-Lab-Credit Hours

**EG 110 ENGINEERING PROBLEMS AND ORIENTATION**

This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1\*

**EL 101 ELECTRICITY AND MAGNETISM**

This course stresses a step-by-step development of principles to aid students in gaining a sound understanding of electric circuit behavior. The purpose is to approach the topics for discussion on a qualitative level before leading the student into extensive mathematical relationships. Topics include use of the slide rule in simple problems relating to resistance, work and power, series and parallel circuits, capacitance, inductance, reactance and both DC and AC measurements. These measurements are stressed in laboratory. 5-2-6\*

**EL 102 CIRCUIT ANALYSIS**

(Prerequisite: EL 101) This course is a study which enables the student to derive network techniques from an understanding of electrical principles. The purpose is to enable the student to examine and evaluate various methods of network analysis and permit qualitative examination of circuit behavior. Topics include vector algebra, vector diagrams, Kirchoff's law application to DC and AC circuits, and polyphase circuits. Electrical instruments and measurements are stressed in laboratory. 5-2-6\*

**EL 201 ADVANCED ELECTRICITY**

(Prerequisite: EL 102). This course is a study of DC and AC energy and machinery with emphasis on graphical and numerical analysis methods. Also included is the study of electrical mathematics, analytic geometry, differential and integral calculus as applicable to electrical problems. 3-2-4\*

**EL 203 D.C. MACHINES I**

(Prerequisite: EL 101). A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control, and instrumentation of D.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2-2-3\*

**EL 204 A.C. MACHINES I**

(Prerequisite: EL 102). A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. This course includes the study of theory, operation, control, and instrumentation of A.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2-2-3\*

**EL 205 SERVO-MECHANISMS AND INSTRUMENTATION**

Prerequisite: EL 102). A study of self-connecting systems for D.C., A.C., and electronic systems under recognized standard tests in the laboratory. The course includes the theory, operation and control of servo-mechanisms. Not open to students who are enrolled or have completed EL 201. 2-1-3\*

**EL 211 ELECTRONICS I**

(Prerequisite: EL 102). This course is a study of thermionic emission, characteristics of diodes, triodes and multi-element electron tubes including semi-conductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 4-4-6\*

**EL 212 ELECTRONICS II**

(Prerequisite: EL 211). This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers, and transmitters. Antennas, wave propagation, transmission lines, and wave guides are also included. 4-4-6\*

**EL 214 ELECTRONICS SYSTEMS**

(Prerequisite: EL 211; co-requisite: EL 212). This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing, and electronic computers. Field trips to local electronic plants are arranged. 3-0-3\*

\* Lecture-Lab-Credit Hours

### EL 215 DIGITAL TRANSISTOR CIRCUITS

(Prerequisite: EL 101). This course is a review of the atomic structure of matter as it relates to the motion of charged particles in semi-conductors. The study covers junction diode and basic transistor action, together with a brief survey of their manufacturing methods. The switching function of diodes and transistors as they are used in logic circuits, trigger circuits, and pulse generators are learned both in the classroom and through experiments with these actual circuits in the laboratory. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-\*

### EL 216 LINEAR TRANSISTOR CIRCUITS

(Prerequisite: EL 102). A study of the A.C. behavior of transistors and their associated circuits. Topics covered are basic stabilizations, parameter measurement, matrix algebra, computations of transistor circuits, feed-back networks and high frequency operation. The associated laboratory will provide the student with ample opportunity to apply the knowledge obtained in class by designing and building all circuits studied. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

### EL 218 ELECTRO-MAGNETIC TRANSMISSION

(Prerequisite: EL 102). Not open to students who are enrolled or have completed EL 211, 212, and 214. 3-0-3\*

### EL 219 ELECTRONIC CIRCUITS

(Prerequisite: EL 216). Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

### EL 220 LOGIC CIRCUITS

(Prerequisites: EL 101, or MS 121). This course is a study of modern logic circuits and computer blocks. The logic circuits covered are AND, OR, NAND, and NOR gates. The blocks include pulse circuits, basic multi-vibrator circuits—bistable (flip-flop), monostable (one shot), astable (clock) and Schmitt trigger circuit. 3-2-4

### EL 221 DIAGNOSTIC PROGRAMMING

(Co-requisite: EL 220). A continuation of EL 220 with emphasis on "trouble shooting" malfunctions of an electronic computer. 3-0-3\*

### EL 222 POWER TRANSMISSION

(Prerequisites: EL 201 or EL 203 and EL 204). This course is a study of the theory and application of electrical equipment used in the generation, transmission and distribution of electric power with emphasis on distribution equipment. (Generators, Sub-station, aerial and underground power lines, transformers, regulators, capacitors, relays, etc.) 3-0-3\*

### EL 223 MICROWAVES

(Prerequisite: EL 102). The theory and basic components and systems of microwaves and transmission lines including: Wave guides, coaxial lines, tees, couplers, cavities, filters, antennas, Microwave, tubes, microwave measurement, and an introduction to pulse radar (Not open to students who are enrolled or have completed EL 211, 212, and 214.) 3-0-3\*

### FS 101 INTRODUCTION TO FIRE SCIENCE TECHNOLOGY

Philosophy and history of fire service; organization and function of local, county, state, federal, and private fire services; chemistry and physics of fire and theory of fire control. 3-0-3\*

### FS 102 FIRE PREVENTION

Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards. Emphasis is on engineering a solution to fire hazards; enforcing fire prevention; public relations as affected by fire prevention. 3-0-3\*

### FS 103 FIRE APPARATUS AND EQUIPMENT

Fire protection organization and equipment; basic fire fighting tactics; public relations as affected by fire protection. 3-0-3\*

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\* Lecture-Lab-Credit Hours



**FS 104 FIRE HYDRAULICS**

Review of basic mathematics; hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculation to hydraulic problems. Underwriter requirements for pumps. 3-0-3\*

**FS 201 RELATED FIRE CODES AND ORDINANCES**

(Prerequisite: FS 102). Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention and protection. 3-0-3\*

**FS 203 BUILDING CONSTRUCTION FOR FIRE PROTECTION**

Fundamental building construction and design; fire protection features; special considerations. 3-0-3\*

**FS 204 FIRE ADMINISTRATION**

Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations, American Insurance Association grading schedule, and maintenance of buildings and equipment. 3-0-3\*

**FS 212 FIRE INVESTIGATION AND ARSON DETECTION**

(Prerequisite: This course can only be given to members of the fire service and law enforcing agencies. Official identification necessary). This course outlined to cover: detection of point or origin of fire, cause of fire and spread of fire. Course further covers report writing, interviewing, arson detection, collection and preservation of evidence. Also involves study of laws governing arson and courtroom procedures. 3-0-3\*

**ML 100 BASIC SLIDE RULE**

Teaches the student the basic uses of the slide rule; i.e., how to multiply, divide, find roots and squares, use the Trig functions and special solutions for the electrical, chemical and technical fields. This course is open to all students who wish to learn the slide rule. 1-0-1

NOTE: Engineering parallel majors must take EG 110-Engineering Problems.

**ML 121 MANUFACTURING PROCESSES**

This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-3-3\*

**ML 122 AIR CONDITIONING SHOP**

This course covers laboratory training in the use of basic hand and machine tools used by the trade. Measurements, layout and fabrication of duct components with various connection methods including welding, folding and riveting. Metal and fiber board ducting practices are covered along with sweat and screw pipe methods. 2-2-3\*

**ML 123 BUILDING CONSTRUCTION MATERIALS**

(Co-requisite: DG 206). Sources, properties and uses of construction materials. 3-0-3\*

**ML 210 INDUSTRIAL RELATIONSHIPS**

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3-0-3\*

**ML 221 PROPERTIES AND TESTING OF MATERIALS**

(Prerequisite: or MS 121). Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-2-4\*

\* Lecture-Lab-Credit Hours



## Engineering Courses

### ML 261 CONSTRUCTION MECHANICS

(Prerequisite: PH 201; co-requisite MS 204). The study of external forces, thrust analysis and geometric properties of members as applied to the design of structures. 3-0-3\*

### TM 103 ELEMENTARY TECHNICAL MATHEMATICS I

This course and TM 104 Elementary Technical Mathematics II form a sequence to be offered to those Technology majors who do not qualify for MS 111. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3\*

### TM 104 ELEMENTARY TECHNICAL MATHEMATICS II

(Prerequisite: TM 103 or MS 101 or MS 100). This is the second course of the sequence offered to those Technology majors who do not qualify for MS 111. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the  $j$ -operator, inverse trigonometric functions, bi-nominal expansion and progressions, and selected topics in analytic geometry. 3-0-3\*



\*Lecture-Lab-Credit Hours



## English

**FACULTY:** Duncan (Chairman), Betz, Bridwell, Britten, Busselle, Collins, Connelly, Connolly, Crane, Crowley, Dickinson, Easterling, Graham, Gunderson, Knittle, Kramer, Leahy, McCreight, Meyer, Musto, Platt, Schneider, Taylor, Tomasello.

**MAJORS:** Creative Writing, English, English Teacher, Journalism, Liberal Arts, Public Relations, Speech—Drama, Speech Pathology and Audiology.

**COURSE PREFIXES:** EH, JM, LC, RT, SP

### PROGRAMS:

#### CREATIVE WRITING, ENGLISH, ENGLISH TEACHER, LIBERAL ARTS (A.A.)

COURSE	TITLE	SEMESTER HOURS	CREDIT
AT 110.....	Art Appreciation .....	3	
or			
MC 110.....	Music Appreciation .....	(3)	
EH 101-102.....	Freshman Communications .....	6	
SS 101-102*.....	Social Inst.; Political Inst. ....	6	
	Science.....	7-8	
MS 106.....	General Education Math I .....	3	
EH.....	Literature .....	12	
HH 101**.....	Perspectives on Healthful Living .....	2	
	Foreign Languages (Spanish or French) .....	12	
PE.....	Physical Education.....	4	
	Electives*** .....	9	
		<u>64-65</u>	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*Suggested electives: LC 101, SP 203, EH 210.

## Journalism

### JOURNALISM, PUBLIC RELATIONS (A.A.)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102.....	Freshman Communications .....			6
SS 101-102*.....	Social Inst.; Political Inst. ....			6
	Science .....		7-8	
MS 106.....	General Education Math I .....			3
PE.....	Physical Education .....			4
HH 101**.....	Perspectives on Healthful Living .....			2
EH.....	Literature .....			6
AT 110.....	Art Appreciation .....			3
or				
MC 110.....	Music Appreciation .....			(3)
SP 101.....	Fundamentals of Speech.....			3
SP 102.....	Public Speaking .....			3
JM 101.....	Basic Writing for Mass Communications.....			3
JM 102.....	Survey of Communications.....			3
JM 201.....	Reporting or Writing Techniques.....			3
PY 201.....	General Psychology .....			3
	Electives .....			9
				<u>64-65</u>

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

### JOURNALISM (A.S.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102.....	Freshman Communications .....			6
SS 101-102*.....	Social Inst.; Political Inst. ....			6
AT 110 or MC 110.....	Art or Music Appreciation .....			3
PE.....	Physical Education.....			2
BE 105**.....	Beginning Typewriting .....			2
RG 107.....	Retailing Advertising Promotion.....			3
SP 101.....	Fundamentals of Speech.....			3
JM 101.....	Basic Writing for Mass Communications.....			3
RT 101.....	Introduction to Broadcasting .....			3
JM 102.....	Survey of Communications.....			3
				<u>34</u>

SOPHOMORE YEAR				
AT 108.....	Basic Photography.....			3
EH 201-202***.....	English Literature to 1660 .....			
	English Literature After 1660 .....			6
JM 201.....	Reporting and Writing Techniques .....			3
PS 101-102****.....	Survey of Physical Science .....			7
MS 106.....	General Education Math I .....			3
HH 101.....	Perspectives on Healthful Living .....			2
PE.....	Physical Education.....			2
RT 102.....	Radio-Television Writing .....			3
JM 203-204.....	Journalism Practicum .....			6
				<u>35</u>

\*HY 201 or PL 201 may be substituted for SS 102.

\*\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

\*\*\*EH 205, 206, 203, 204 may be substituted.

\*\*\*\*BY, CY, or PH may be substituted.

## SPEECH—DRAMA (A.A.)

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
SP 101	Fundamentals of Speech			3
	Science		7-8	
EH 101-102	Freshman Communications			6
MC 131	Voice Class			1
PE 208-209	Interpretive Movement			2
SP 103	Introduction to the Theater			3
SP 104	Techniques of Dramatic Art			3
SP 105	Fundamentals of Stagecraft			3
SP 106	Advanced Stagecraft			3
			31-32	

## SOPHOMORE YEAR

AT 110	Art Appreciation			3
or				
MC 110	Music Appreciation		(3)	
EH	Literature			6
HH 101*	Perspectives on Healthful Living			2
MS 106	General Education Math I			3
PE	Physical Education			2
PY 201	General Psychology			3
SP 102	Public Speaking			3
SP 203	Oral Interpretation			3
SP 202	Acting			3
SS 101	Social Institutions			3
SS 102**	Political Institutions			3
				34

## SPEECH PATHOLOGY AND AUDIOLOGY (A.A.)

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110	Art Appreciation			3
or				
MC 110	Music Appreciation		(3)	
EH 101-102	Freshman Communications			6
PE	Physical Education			2
PY 201	General Psychology			3
	Science			7-8
SP 101	Fundamentals of Speech			3
SS 101-102**	Social Inst.; Political Inst.			6
	Elective			3
			33-34	

## SOPHOMORE YEAR

BY 151-152	Anatomy and Physiology			6
EH	Literature			3
HH 101*	Perspectives on Healthful Living			2
MS 106	General Education Math I			3
PE	Physical Education			2
PY 203	Child Growth and Development			3
SP 102	Public Speaking			3
	Electives ***			9
				31

\*HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted.

\*\*\*6 hours must be General Education.



## COURSE DESCRIPTIONS

### EH 101 FRESHMAN COMMUNICATIONS

#### Sections 1-49

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3\*

#### Sections 50-59 (Offered in Basic Studies)

Reading Emphasis: The content of this course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into regular EH 102. 3-2-3\*

#### Sections 60-69 (Offered in Basic Studies)

Writing Emphasis: This course is essentially the same as EH 101, Sections 1-49 except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into regular EH 102. 3-2-3\*

#### Sections 70-79 (Offered in Basic Studies)

Reading and Writing Emphasis: Essentially this course is the same as EH 101, Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into the regular EH 102. 3-2-3\*

#### Sections 80-89

Advanced Freshman Communications: The aims of this course are basically the same as those of EH 101, Sections 1-49 except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3-0-3\*

### EH 102 FRESHMAN COMMUNICATIONS

#### Sections 1-49

(Prerequisite: EH 101 Freshman Communications or equivalent). This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought (2) Persuasion (argument and logic) and (3) Mass Media of Communication. The concern here is with the development of student ability to read critically and to write effectively. 3-0-3\*

Research paper techniques are taught in both EH 101 and EH 102.

#### Sections 50-79 (Offered in Basic Studies)

(Prerequisites: EH 101, sections 50-79). This course is a continuation of EH 101, sections 50-79, and is basically the same as other sections of EH 102, except that it provides emphasis for those students who need continuing special help in writing and reading. 3-1-3\*

#### Sections 80-89 (Advanced course for EH 102)

(Prerequisites: EH 101, Sections 86-89, Advanced Freshman Communications or equivalent). This course is a continuation of EH 101, Sections 86-89, and is basically the same as other sections of EH 102, except that emphasis is given to creative expression. 3-0-3\*

### EH 110 TECHNICAL WRITING

(Prerequisite: EH 101 or equivalent). Technical writing offers critical work in preparation of manuals, reports, and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. 3-0-3\*

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\* Lecture-Lab-Credit Hours



**EH 201 ENGLISH LITERATURE TO 1660**

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1660. 3-0-3\*

**EH 202 ENGLISH LITERATURE AFTER 1660**

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of significant writings produced in the British Isles from 1660 to the present. 3-0-3\*

**EH 203 WORLD LITERATURE TO 1600**

(Prerequisite: EH 102 Freshman Communications or equivalent). A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3\*

**EH 204 WORLD LITERATURE AFTER 1600**

(Prerequisite: EH 102 Freshman Communications or equivalent). This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3\*

**EH 205 AMERICAN LITERATURE TO 1865**

(Prerequisite: EH 102 Freshman Communications or equivalent). The course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3\*

**EH 206 AMERICAN LITERATURE AFTER 1865**

(Prerequisite: EH 102 Freshman Communications or equivalent). The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3\*

**EH 210 ADVANCED COMPOSITION**

(Prerequisite: EH 102 or equivalent or permission of Department Chairman). This is a course in writing which emphasizes style and styles of writing. The work includes analysis of a wide range of literary types and concrete instruction in effective devices. The writing assignments are structured to help the student control and develop his own style. To that end he writes upon assignment both original and imitative pieces. 3-0-3

**EH 211 INTRODUCTION TO RESEARCH MATERIALS**

(Prerequisite: Permission of Director of Learning Resources Center) This course comprises the first 16 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents basic information sources. 1-0-1\*

**EH 212 INTRODUCTION TO RESEARCH MATERIALS**

(Prerequisites: Permission of Director of Learning Resources Center and successful completion of EH 211) This course comprises the second 16 units of a directed individual study and will include taped lectures; self-tests; written, guided library studies; and formal examinations. The course material presents advanced information sources. 1-0-1\*

**EH 213 INTRODUCTION TO RESEARCH MATERIALS**

(Prerequisites: Permission of Director of Learning Resources Center and successful completion of EH 212). This course comprises the third 16 units of a directed individual study and will include taped lectures; self-tests; written guided library studies; and formal examinations. The course material presents a comprehensive overview of information sources. 1-0-1\*

NOTE: Students desiring two hours credit may be permitted to pursue EH 211 and EH 212 simultaneously; those wishing three hours credit may be permitted to pursue EH 211, EH 212 and EH 213 simultaneously.

**JOURNALISM****JM 101 BASIC WRITING FOR MASS COMMUNICATIONS**

This is a course in the fundamentals of news evaluation, news gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3\*

\*Lecture-Lab-Credit Hours

## English Courses

### JM 102 SURVEY OF COMMUNICATIONS

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3\*

### JM 201 REPORTING AND WRITING TECHNIQUES

(Prerequisite: JM 101 and 102 or equivalent or permission of Department Chairman). This course places special emphasis on techniques of writing specific types of articles, including news features, sports, and editorials. 3-0-3\*

### JM 203 JOURNALISM PRACTICUM

A planned program of independent research, observation, study and work experience in the various aspects of newspaper production or in the field of broadcasting. The practicum is open only to second-year journalism majors. 1-4-3\*

### JM 204 JOURNALISM PRACTICUM

This course is a continuation of JM 203. 1-4-3\*

## LOGIC

### LC 101 THE ART OF THINKING

The principal objects of this course are to help the student think with more accuracy, clarity, and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\*

## RADIO AND TELEVISION

### RT 101 INTRODUCTION TO BROADCASTING

This survey course presents the history and basic principles of broadcasting and the relationship of broadcasting to the other media. A study is made of station organization, policies and governmental controls. 3-0-3\*

### RT 102 RADIO-TELEVISION WRITING

(Prerequisites: EH 102, RT 101, SP 101). This course is designed to provide the student with an insight into radio and television copy writing and editing techniques, types of commercial copy, newswriting and program continuity. A study is made of broadcasting skills. 3-0-3\*

## SPEECH

### SP 101 FUNDAMENTALS OF SPEECH

This course aims to train the student in the basic principles and techniques involved in effective speaking communication. The student develops poise and confidence through constant practice in presenting various materials via many speech communication experiences. The emphasis also lies on individual development and improvement. 3-0-3\*

### SP 102 PUBLIC SPEAKING

(Prerequisite: SP 101 or equivalent or permission of the Department Chairman). This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech communication experiences most common to those who frequently are called upon to give speeches in public. 3-0-3\*

### SP 103 INTRODUCTION TO THE THEATER

This course presents a general approach to the organization to the theater especially designed to develop the student's knowledge and appreciation of the theater arts through an historic and contemporary study of the drama. 3-0-3\*

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\* Lecture-Lab-Credit Hours



#### **SP 104 TECHNIQUES OF DRAMATIC ART**

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3\*

#### **SP 105 FUNDAMENTALS OF STAGECRAFT**

This course presents lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; makeup; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3-0-3\*

#### **SP 106 ADVANCED STAGECRAFT**

This course is a continuation of SP 105 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery, stage make-up, costume colors and materials and as it contributes to the overall effect of a production. 3-0-3\*

#### **SP 202 ACTING**

(Prerequisite: SP 104 or special permission of Department Chairman). A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization, and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3\*

#### **SP 203 ORAL INTERPRETATION**

This course emphasizes the basic principles of Oral Interpretation as applied to the interpretation of prose, drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3\*

\*Lecture-Lab-Credit Hours

## *Foreign Languages*

**FACULTY:** Butterfield (Chairman), Bloodworth, Jones, Perez

**MAJORS:** Foreign Languages, Foreign Language Teacher

Foreign Language is a basic requirement for students preparing for careers in: Business Careers abroad, Consular or Diplomatic Service, Importing and Exporting Business, Scientific Research, Specialists in Travel—Tour Conductors—Travel Agents.

**COURSE PREFIXES:** FH, SH

### **PROGRAMS:**

Occupational aims of students in the Foreign Language Department are so varied that the faculty has found it advisable to arrange individual programs for each student instead of building a standard curriculum. Students expecting to complete a baccalaureate degree at a four-year college or university should study the Associate in Arts requirements on page 58, and the requirements of the college where they intend to continue their education.

### **EVALUATING PREVIOUS STUDY:**

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2:1. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish would be considered to have had the equivalent of 1½ years of college Spanish.

However, to satisfy the requirements for graduation from Palm Beach Junior College, a student may register for any language course regardless of how many years of foreign language he has studied in high school. However, for evaluation and accreditation of his language credits upon entering the university, he will be requested to compensate in some field for every hour of language credit he has repeated or duplicated at Palm Beach Junior College. These compensated credits must be obtained at Palm Beach Junior College or at the university.

### **COURSE DESCRIPTIONS**

#### **FRENCH**

##### **FH 101 ELEMENTARY FRENCH**

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3

##### **FH 102 ELEMENTARY FRENCH**

(Prerequisite: FH 101 Elementary French or equivalent). This course is a continuation of FH 101. It continues the study of basic grammar, composition, and pronunciation. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3\*

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\* Lecture-Lab-Credit Hours



## **FH 201 INTERMEDIATE FRENCH**

(Prerequisite: FH 102 Elementary French or equivalent). This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3\*

## **FH 202 INTERMEDIATE FRENCH**

(Prerequisite: FH 201 Intermediate French or equivalent). This is a continuation of FH 201 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3\*

## **FH 213 CONVERSATIONAL FRENCH\*\***

(Prerequisite: FH 102 Elementary French or equivalent). Emphasis in this course is on oral application of the French language through conversations, discussions, and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with FH 201. 2-0-2\*

## **FH 214 CONVERSATIONAL FRENCH\*\***

(Prerequisite: FH 102 Elementary French or equivalent). The course is a continuation of FH 213. Intensive oral laboratory practice is given. This course may be taken independently or concurrently with FH 202. 2-0-2\*

## **SPANISH**

### **SH 101 ELEMENTARY SPANISH**

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3\*

### **SH 102 ELEMENTARY SPANISH**

(Prerequisite: SH 101 Elementary Spanish or equivalent). The course is a continuation of SH 101. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. Each student is required to spend one hour per week listening to laboratory language recordings in the Audio-Lingual Department of the Library Learning Resources Center. 3-1-3\*

### **SH 201 INTERMEDIATE SPANISH**

(Prerequisite: SH 102 Elementary Spanish or equivalent). Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3\*

### **SH 202 INTERMEDIATE SPANISH**

(Prerequisite: SH 201 Intermediate Spanish or equivalent). The course is a continuation of SH 201. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3\*

### **SH 213 CONVERSATIONAL SPANISH\*\***

(Prerequisite: SH 102 Elementary Spanish or equivalent). Emphasis in this course is on oral application of the Spanish language through conversations, discussions and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with SH 201. 2-0-2\*

### **SH 214 CONVERSATIONAL SPANISH\*\***

(Prerequisite: SH 102 Elementary Spanish or equivalent). This course is a continuation of SH 213. Intensive oral laboratory practice is given. It may be taken independently or concurrently with SH 202. 2-0-2\*

\*\* Not offered in Spring Term.  
\* Lecture-Lab-Credit Hours



## *Health, Physical Education and Recreation*

**FACULTY:** Erling (Chairman), Bell, Blanton, Daugherty, Edgerton, Knowles, Maphis, McGirt, Meeker, Quisenberry, Reynolds, Seemayer, Tanner, Wright

**MAJORS:** Health Education, Occupational Therapy, Occupational Therapy Assistant, Physical Therapy, Recreation, Recreation Leadership

**COURSE PREFIXES:** HH, OT, PE, RC

### PROGRAMS:

#### HEALTH EDUCATION (A.A.)

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
AT 110.....	Art Appreciation .....		3
or			
MC 110.....	Music Appreciation .....	(3)	
BY 100-105.....	Principles of Biology; Lab.....		4
BY 102-104.....	General Zoology; Lab .....		4
EH 101-102.....	Freshman Communications.....		6
HH 230.....	Life Science and Health.....		3
MS 106.....	General Education Mathematics I.....		3
PE.....	Physical Education.....		2
SS 101-102*.....	Social Inst.; Political Inst. ....		6
			<u>31</u>

#### SOPHOMORE YEAR

CY 100.....	Principles of Chemistry.....		3
EH.....	Literature .....		6
HE 101 .....	Elements of Nutrition.....		3
HH 103.....	First Aid.....		1
LC 101 .....	Art of Thinking.....		3
PE.....	Physical Education.....		2
PY 201-202.....	Gen. Psych.; Personality Dev. ....		6
SP 101 .....	Fundamentals of Speech.....		3
	Electives .....		6
			<u>33</u>

#### OCCUPATIONAL THERAPY (A.A.)

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
AT 112.....	Arts and Crafts I .....		3
AT 110.....	Art Appreciation .....		3
or			
MC 110.....	Music Appreciation .....	(3)	
BY 100-105.....	Principles of Biology; Lab.....		4
BY 102-104.....	General Zoology; Lab .....		4
EH 101-102.....	Freshman Communications.....		6
HH 101 .....	Perspectives on Healthful Living .....		2
MS 106.....	Gen. Education Math I.....		3
PE.....	Physical Education.....		2
SS 101-102*.....	Social Inst.; Political Inst. ....		6
			<u>33</u>

\*PL 201 or HY 201 may be substituted for SS 102.

## OCCUPATIONAL THERAPY (A.A.) Cont'd

## SOPHOMORE YEAR

AT 101	Design I	3
AT 105	Ceramics I	2
EH	Literature	6
HH 103	First Aid	1
PE	Physical Education	2
PS 101-102	Physical Science	7
PY 201-202	Psychology; Personality Dev.	6
SP 101	Fundamentals of Speech	3
	Electives	3
		<u>33</u>

## OCCUPATIONAL THERAPY ASSISTANT (A.S.)

The Occupational Therapy Assistant is trained to work under the direct supervision of a Registered Occupational Therapist (B.S. Degree holder) giving specific treatment to patients with physical or psychological disabilities. This curriculum has been developed along the Guidelines of the American Occupational Therapy Association and has received full approval from that organization. Graduates are eligible to become Certified Occupational Therapy Assistants and may work in any of the 50 states.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS		CREDIT
		Fall	Winter	
AT 112	Arts & Crafts I	3		
BY 151-152	Anatomy & Physiology	3	3	
EH 101-110	Freshman Communications; Technical Writing	3	3	
HH 101	Perspectives on Healthful Living		2	
HH 103	First Aid	1		
HH 240	Medical Problems Related to Rehabilitation		3	
DT 101	Introduction to Occupational Therapy	3		
DT 102	Psychiatric Occupational Therapy		3	
DT 130	Occupational Therapy Practicum		3	
PE	Physical Education	1	1	
PY 201	General Psychology	3		
		<u>17</u>	<u>18</u>	

## SOPHOMORE YEAR

AT 114	Arts & Crafts II		3	
HH 101	Group Dynamics	3		
MG 202	Human Growth and Development	3		
DT 201	Occupational Therapy for Physically Disabled	3		
DT 202	Occupational Therapy Theory & Activities Lab	3		
DT 250	Supervised Clinical Practice		6	
SC 230	Recreation for the Aged	3		
S 101-102*	Social Institutions; Political Institutions	3	3	
		<u>18</u>	<u>12</u>	

\*PL 201 or HY 201 may be substituted.

## Physical Education

### PHYSICAL EDUCATION (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110.....	Art Appreciation .....			3
or				
MC 110.....	Music Appreciation .....			(3)
BY 100.....	Principles of Biology .....			3
BY 102-104.....	General Zoology; Lab .....			4
EH 101-102.....	Freshman Communications .....			6
HH 103.....	First Aid.....			1
HH 230.....	Life Science and Health.....			3
PE.....	Physical Education.....			2
PE 230.....	Introduction to Physical Education .....			3
SS 101-102*.....	Social Inst.; Political Inst. ....			6
				<u>31</u>

### SOPHOMORE YEAR

AT 112.....	Arts and Crafts I .....			3
EH.....	Literature .....			6
HH 104.....	First Aid Instructor .....			1
MS 106.....	General Education Math I .....			3
PE.....	Physical Education.....			2
PY 201-203.....	General Psychology; Child Growth & Dev.....			6
SP 101.....	Fundamentals of Speech.....			3
	Electives** .....			9
				<u>33</u>

\*PL 201 or HY 201 may be substituted.

\*\*3 hours must be General Education.

### PHYSICAL THERAPY (A.A.)

FRESHMAN YEAR				
COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110.....	Art Appreciation .....			3
or				
MC 110.....	Music Appreciation .....			(3)
BY 100-105.....	Principles of Biology; Lab.....			4
CY 101-102.....	General College Chemistry .....			8
EH 101-102.....	Freshman Communications .....			6
LC 101.....	Art of Thinking.....			3
MS 111.....	College Algebra.....			3
PE.....	Physical Education.....			2
BY 102-104.....	General Zoology; Lab .....			4
				<u>33</u>

### SOPHOMORE YEAR

CY 103.....	General Chemistry.....			4
EH.....	Literature .....			6
HH 101.....	Perspectives on Healthful Living .....			2
HH 103.....	First Aid.....			1
PE.....	Physical Education.....			2
PH 201-202.....	General Physics .....			8
PY 201-202.....	General Psychology; Personality Development....			6
SS 101-102*.....	Social Institutions; Political Institutions .....			6
				<u>35</u>

\*PL 201 or HY 201 may be substituted.



# RECREATION (A.A.)

		FRESHMAN YEAR		
COURSE	TITLE		SEMESTER HOURS	CREDIT
AT 110.....	Art Appreciation .....		3	
BY 100.....	Principles of Biology.....		3	
BY 102-104.....	General Zoology; Lab .....		4	
EH 101-102.....	Freshman Communications.....		6	
HH 101.....	Perspectives on Healthful Living .....		2	
HH 103.....	First Aid.....		1	
PE 101-203.....	Team Activities-Men; Recreational Games .....		2	
or				
PE 102-203.....	Volleyball & Basketball-Women; Rec. Games.....	(2)		
RC 101.....	Introduction to Recreation.....		3	
SS 101-102*.....	Social Inst.; Political Inst. ....		6	
	Electives** .....		3	
			<u>33</u>	

		SOPHOMORE YEAR		
AT 105.....	Ceramics I .....		2	
AT 112.....	Arts and Crafts I .....		3	
EH.....	Literature .....		6	
MC 103.....	Fundamentals of Music.....		3	
MS 106.....	General Education Math I .....		3	
PE 211-213.....	Folk and Sq. Dance; Tennis.....		2	
SP 101.....	Fundamentals of Speech.....		3	
	Electives** .....		9	
			<u>31</u>	

PL 201 or HY 201 may be substituted for SS 102.

\*Suggested Electives: (Must include 3 hours General Education).

AT 106 Ceramics II	2
AT 108 Basic Photography	2
SP 105 Fundamentals of Stagecraft	3

## Recreation Leadership

### RECREATION LEADERSHIP (A.S.)

The purpose of this program is to prepare trained personnel to conduct recreational programs under the leadership of professional recreators. This program meets the needs of those presently employed as recreational leaders who desire to improve their competency. The one-year certificated program is for Recreational Assistants. Upon completion of the two-year program, a student may graduate with an Associate in Science Degree in Recreational Leadership.

COURSE	TITLE	FRESHMAN YEAR		SEMESTER	HOURS	CREDIT
		Fall	Winter			
AT 112	Arts & Crafts I					3
EH 101-102	Freshman Communications	3				3
HH 101	Perspectives on Healthful Living	2				
HH 103	First Aid					1
MC 103	Fundamentals of Music	3				
PE 203	Recreational Games					1
PE 211	Folk Dance					1
RC 101	Introduction to Recreation	3				
RC 102	Playgrounds: Activities & Equipment	3				
RC 110	Officiating: Football, Volleyball & Selected Individual Sports		2			
RC 111	Social Recreation					3
RC 113	Organizing and Planning Recreation Activities					3
RC 210	Officiating: Basketball, Softball & Selected Individual Sports					2
		16				17

NOTE: Completion of the Freshman Year Program earns the student a certificate as a Recreation Assistant.

SOPHOMORE YEAR						
AT 114	Arts & Crafts II	3				
LT 104	Non-Book Materials					3
PE 110 or 107	Gymnastics for Women or Men	1				
PE 103 or 104	Badminton for Men or Women	1				
PE 201	Archery					1
PE 213	Tennis					1
PL 201-202	American National Government; American State and Local Government	3				3
PY 201	General Psychology					3
RC 212-213	Recreational Field Study	3				3
RC 215	Introduction to Outdoor Recreation	3				
SP 101	Fundamentals of Speech					3
SP 105	Stagecraft	3				
		17				17

## COURSE DESCRIPTIONS

### HH 101 PERSPECTIVES ON HEALTHFUL LIVING

#### Sections 1-20

This course provides students with a comprehension of scientific knowledge that applies to the application and promotion of good health status for himself and society. Current health findings are used to establish an awareness of various health problems in order to understand ourselves biologically, emotionally, and socially. Special emphasis is placed upon the removal of ecologic hazards, developing a healthy personality, improving organic efficiency, and preparation for effective family living. 2-0-2

\* Lecture-Lab-Credit Hours



### Sections 21-30

When being counseled ask for HH 105. Essentially this course is the same as HH 101, sections 1-20, except that assistance is given for those students who are having difficulties in reading and comprehension. 2-2-2\*

### HH 103 FIRST AID

This course offers a review of the theories, practices, and skills that meet certification requirement for both the standard and advanced American Red Cross First Aid. Satisfactory completion qualifies the student for the Instructor's course. 0-2-1\*

### HH 104 FIRST AID INSTRUCTORS' COURSE

(Prerequisite: HH 103 or permission of the Department Chairman). This course provides an introduction to the fundamental principles of first aid. It includes history, aims, objectives, methods, and skills. Successful completion certifies the student to become an American National Red Cross First Aid Instructor. 0-2-1\*

### HH 230 LIFE SCIENCE AND HEALTH

This course is designed to provide basic health knowledge for individuals who are interested in teaching health to children, youth, and young adults. The content will analyze current findings from medicine and health science which influence the total health status for man and society. The development of values, attitudes and practices will be stressed in view of controversial health issues in our social milieu with an aim to aid man's adaptation to life style situations. 3-0-3\*

### HH 240 MEDICAL PROBLEMS RELATED TO REHABILITATION

(Prerequisite: BY 151) This course will familiarize the student with the etiology, diagnosis, detection, medical management and prognosis of the traumatic, chronic and degenerative conditions commonly treated in physical medicine and rehabilitation. 3-0-3\*

### OT 101 INTRODUCTION TO OCCUPATIONAL THERAPY

An introduction to the history, philosophy, development and present status in rehabilitation of occupational therapy with emphasis on the role of the Occupational Therapy Assistant. The use of occupational therapy in the treatment of geriatric patients with emphasis on man's need for work and leisure, the effects of illness and disability on human behavior in general and the psychological aspects of physical disability will also be discussed. Special attention will be given to current attitudes toward the dying patient. Medicare and Medicaid programs, agencies for health care, the law as it relates to patients, institutions and employees. Basic medical terminology will be introduced. 3-0-3\*

### OT 102 PSYCHIATRIC OCCUPATIONAL THERAPY

(Prerequisite OT 101 and PY 201) This course provides the student with an understanding of occupational therapy as a diagnostic, evaluative and treatment process for mental illness. Material covered will include: review of abnormal psychology, past and current trends, the dyadic relationship, group phenomena in occupational therapy, the meaning of activities and current practices. Weekly experience in psychiatric and mental health facilities will be coordinated with class work. 2-2-3\*

### OT 130 OCCUPATIONAL THERAPY PRACTICUM

(Prerequisite: OT 101) Provides the student with an opportunity to observe patients' needs in a variety of settings (clinic, home, workshop) and the role of various professionals who work with them: e.g., occupational therapists, physical therapists, work evaluator, etc. Opportunity will be given for improvement of notewriting skills through progressive observational notes. 1-6-3\*

### OT 201 OCCUPATIONAL THERAPY FOR THE PHYSICALLY DISABLED

(Prerequisite OT 101 and BY 151). Application of principles of occupational therapy to general medical, pediatric and physically disabled patients. Survey of disease processes and appropriate therapy in general medical, neurological and orthopedic conditions commonly seen in occupational therapy clinics. What to observe and how to report effectively. Introduction to muscle testing and joint range of motion measurements. Field trips to rehabilitation centers for disabled children and adults. 3-0-3\*

\* Lecture-Lab-Credit Hours

## Health, PE, Recreation Courses

### OT 202 OCCUPATIONAL THERAPY THEORY AND ACTIVITIES LAB

(Prerequisite: OT 101 and AT 112). Instruction in activities of daily living for the disabled. Introduction to splinting and bracing with emphasis on their purpose, proper application and daily care. Development and use of forms and records. Organization and management of activity units in nursing homes and working with volunteers. Survey of therapeutic activities such as woodworking, leather work, needlecraft, weaving and metal work with emphasis on instructional techniques, use and acquisition of equipment and materials, care of supplies and equipment and application in treatment. Development of skill to a point which permits follow through on the activity. 1-4-3\*

### OT 250 SUPERVISED CLINICAL PRACTICE

(Prerequisite: OT 102, OT 130, OT 201 and OT 202). Clinical experience working with patients in local Occupational Therapy departments under the supervision of a registered Occupational Therapist. The experience is divided between a physical disabilities clinic and a mental health clinic. 0-18-6\*

### PE 101 TEAM ACTIVITIES FOR MEN

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1\*

### PE 102 VOLLEYBALL AND BASKETBALL FOR WOMEN

This course covers the skills, rules, and strategy for volleyball and basketball. Opportunity will be given for game practice and officiating. 0-2-1\*

### PE 104 BADMINTON

This course offers instruction in basic skills and fundamentals with practice in singles and doubles. 0-2-1\*

### PE 105 VOLLEYBALL FOR MEN

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1\*

### PE 107 GYMNASTICS FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills on the various types of gymnastics apparatus. 0-2-1\*

### PE 109 WRESTLING FOR MEN

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1\*

### PE 110 GYMNASTICS FOR WOMEN

This course is designed to develop elementary skills and acquire safety procedures. Opportunity is provided for learning basic skills in tumbling, free exercise, balance beam, parallel bars and trampoline. 0-2-1\*

### PE 112 SOCCER AND SOFTBALL FOR WOMEN

This course includes skills, strategy, and application of rules for soccer and softball with opportunity given for development of officiating techniques. 0-2-1\*

### PE 113 BASKETBALL FOR MEN

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0-2-1\*

### PE 201 ARCHERY (CO-ED)

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1\*

### PE 203 RECREATIONAL GAMES (CO-ED)

This course offers activities of a recreational nature with emphasis on participation in table tennis, paddle tennis, deck tennis and other activities subject to staff approval. 0-2-1\*

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\* Lecture-Lab-Credit Hours

**PE 204 BOWLING (CO-ED)**

This course is designed to develop performance and skills in bowling. 0-2-1\* \$18.75.

**PE 206 INTERMEDIATE SWIMMING AND DIVING (CO-ED)**

This course is designed to provide the student with the opportunity to learn the elements of good swimming, diving, and water safety skills beyond the beginner and advanced beginner level. 0-2-1\* \$15.00

**PE 207 SENIOR LIFESAVING (CO-ED)**

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. 0-2-1\* (Offered Winter and Spring terms). \$15.00

**PE 208 FUNDAMENTALS OF INTERPRETIVE MOVEMENT (CO-ED)**

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm, design, and dynamics. 0-2-1\*

**PE 209 ADVANCED INTERPRETIVE MOVEMENT (CO-ED)**

This course is designed to give the student further opportunity to pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1

**PE 210 WATER SKIING (CO-ED)**

This course is designed to develop elementary performance and skills in water skiing. 0-2-1\* \$25.00

**PE 211 FOLK AND SQUARE DANCE (CO-ED)**

This course includes the study, practice and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1\*

**PE 212 GOLF (CO-ED)**

This class is designed to give instruction in the fundamental skills and the application of the rules for golf. 0-2-1\*

**PE 213 TENNIS (CO-ED)**

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. (Students furnish own racquets) 0-2-1\*

**PE 214 WATER SAFETY INSTRUCTOR**

(Prerequisite PE 207) This course provides the individual with a strong teaching knowledge of basic strokes of swimming, life saving theory and techniques of rescue, safe basic small craft skills and to train the individual to stress safe practices in any aquatic activity. Successful completion certifies the student to become an American National Red Cross Water Safety Instructor. 0-2-1\*

**PE 230 INTRODUCTION TO PHYSICAL EDUCATION**

(Prerequisite: Open only to declared PE majors and minors). This course is an introduction to physical education and related areas including history, program, training and professional opportunities. 3-0-3\*

**PE 231 CREATIVE ACTIVITIES FOR PRE-SCHOOL AND PRIMARY CHILDREN**

Included in this course are the exploration, study and application of such creative activities as storytelling, pantomime, interpretive dance, verse choir, creative dramatics and rhythmic games for use with pre-school and primary children. Designed and offered as an in-service course for recency of credit or extension of certificate. 3-0-3\*

**RC 101 INTRODUCTION TO RECREATION**

This course is an introduction to the broad field of recreation. It includes history, current recreational trends, and employment opportunities. 3-0-3\*

**RC 102 MAINTENANCE AND PLANNING OF RECREATION FACILITIES, EQUIPMENT AND SUPPLIES**

This course includes the planning of recreational areas, care and repair of equipment and supplies, maintenance of facilities, purchasing and designing recreational areas. 2-2-3\*

\* Lecture-Lab-Credit Hours

## Health, PE, Recreation Courses

### RC 110 SPORTS OFFICIATING: FOOTBALL, VOLLEYBALL AND SELECTED INDIVIDUAL SPORTS

This course gives the student an opportunity to develop skill in officiating football, volleyball and selected individual sports activities. 1-2-2\*

### RC 111 SOCIAL RECREATION

Methods, materials, and techniques of planning and conducting social recreation programs. 3-0-3\*

### RC 113 ORGANIZING AND PLANNING RECREATIONAL ACTIVITIES

This course includes organizing, planning and conducting indoor and outdoor programs in recreation. Areas presented will include techniques of leadership, organizing and conducting tournaments, group organization, criteria for selecting playground leaders, and policies and procedures for organizations of recreation programs including games of low organization and those of recreational nature. 3-0-3\*

### RC 210 SPORT OFFICIATING: BASKETBALL, SOFTBALL AND SELECTED INDIVIDUAL SPORTS

This course gives the student an opportunity to develop skill in officiating basketball, softball and selected individual sports activities. 1-2-2\*

### RC 212, 213 RECREATIONAL FIELD STUDY

(Prerequisite: RC 101; Pre or Co-requisite: RC 113). Students are provided an opportunity to gain experience by working in a variety of organized recreation programs. Supervision of the student is provided through seminars, conferences, and field visitations. 0-6-3

### RC 215 INTRODUCTION TO OUTDOOR RECREATION

Included in this course are campcraft skills, nature and woods lore, firearm safety, conservation practices, and safety in the out of doors. 3-0-3\*

### RC 230 RECREATION FOR THE AGED AND HANDICAPPED

This course is designed to develop knowledge and skills in recreational activities for the ill, the aging and the physically and mentally handicapped. 1-4-3\*



\* Lecture-Lab-Credit Hours



# Law Enforcement and Corrections

**FACULTY:** Tuttle (Chairman), Macy. Part-time: Brown, Harrison, Lopez, Mounts, Rodriguez, Stover

**MAJORS:** Law Enforcement, Corrections

**COURSE PREFIXES:** CO, PO

The transformation of the United States from a rural to an urban society, the tremendous social problems resulting from herding people together in vast areas around urban centers, the rapid acceleration of the drive for equality, the breakdown of many of our institutions, which have heretofore maintained social stability, pose problems for police which are greater in both magnitude and complexity than those which they have faced before.

The degree programs in law enforcement and corrections are focused upon the need for a broad background of educational experience. They are designed to provide personnel with the knowledge and understanding necessary to operate effectively in the highly complex field of social control. A large number of related law enforcement and criminal justice career fields are open to the graduate of the types of police and corrections programs listed below:

## LAW ENFORCEMENT (A.S.)\*

These courses of study are open to both men and women students and provide the necessary preparation for beginning employment in various criminal justice fields. Courses are conducted in both day and evening classes. Students are reminded that most law enforcement agencies require a minimum age of 21 years (except clerical assistants) before employment is possible. The programs, as outlined below, lead to graduation with an Associate in Science degree in Law Enforcement.

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
H 101-102.....	Freshman Communications.....	6	
MS 106.....	General Education Math I.....	3	
E .....	Physical Education.....	2	
O 100.....	Introduction to Law Enforcement and Criminal Justice.....	3	
O 101-102.....	Police Administration I, II (Pol. Ops.) .....	6	
O 205.....	Laws of Evidence .....	3	
or			
O 207.....	Juvenile Delinquency .....	(3)	
	Science.....	3-4	
P 101.....	Fundamentals of Speech.....	3	
S 101.....	Social Institutions.....	3	
			<u>32-33</u>

**SPECIAL NOTE:** Candidates in a University Parallel program will complete at least 36 hours of General Education subjects to permit transfer to Bachelor degree programs at Florida Universities.



## Law Enforcement

### LAW ENFORCEMENT (A.S.) Cont'd

		SOPHOMORE YEAR	SEMESTER	HOURS	CREDIT
COURSE	TITLE				
HH 101*	Perspectives on Healthful Living .....			2	
HH 103	First Aid .....			1	
PE	Physical Education .....			2	
PL 201	American National Government .....			3	
PL 202**	American State and Local Government .....			3	
PO 202	Criminal Investigation .....			3	
PO 203	Law of Arrest, Search and Seizure .....			3	
PO 204	Criminal Law .....			3	
PY 201	General Psychology .....			3	
SS 210	American Social Problems .....			3	
	Electives*** .....			<u>6</u>	
				<u>32</u>	

\*HH 230 may be substituted.

\*\*SS 102 may be substituted.

\*\*\*Recommended Electives: SH 101, 102, HY 201-202, LC 101, AT 110, MC 110, PY 202, PY 203, SS 201, EH 110.

### LAW ENFORCEMENT CERTIFICATE PROGRAM

The Law Enforcement Certificate Program is established for the professional development of those persons associated with police related duties. This program will assist active police/security officers to achieve practical knowledge of the administration and operations of a modern police agency and to comply with promotional criteria as established by the police agency.

COURSE	TITLE	SEMESTER	HOURS	CREDIT
PL 201	American National Government .....		3	
PO 100	Introduction to Law Enforcement and Criminal Justice .....		3	
PO 101-102	Police Administration I & II .....		6	
PO 202	Criminal Investigation .....		3	
PO 203	Laws of Arrest, Search and Seizure .....		3	
PO 204	Criminal Law .....		3	
PY 201	General Psychology .....		3	
SS 101	Social Institutions .....		3	
SS 210	American Social Problems .....		<u>3</u>	
			<u>30</u>	

(PO 207 Juvenile Delinquency or PO 205 Laws of Evidence may be substituted for any of the above courses.)





## CORRECTIONS (A.S.)\*\*

This program provides a solid approach to the field of Criminology with considerable specialized study in the field of Corrections, including emphasis on relations with police and law enforcement agencies in the total administration of criminal justice.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS	CREDIT
CO 100	Introduction to Corrections	3	
CO 101	Administration of Criminal Justice	3	
CH 101-102	Freshman Communications	6	
PE	Physical Education	2	
PL 201	American National Government	3	
PO 100	Introduction to Law Enforcement and Criminal Justice	3	
PS 101	Survey Physical Science	3	
SI 101	Social Institutions	3	
SI 210	American Social Problems	3	
MH 100	Introduction to Mental Health Technology	3	
		<u>32</u>	

### SOPHOMORE YEAR

COURSE	TITLE	SEMESTER HOURS	CREDIT
CO 200	Principles of Correctional Administration	3	
CO 201	Management and Supervision in the Criminal Justice Field	3	
CO 202	Correction Facility Organization & Operations	3	
CH 101*	Perspectives of Healthful Living	2	
CH 104	First Aid	1	
CH 101	Principles of Group Dynamics	3	
CH 103	Interviewing and Recording	3	
	Physical Education	2	
DE 204	Criminal Law	3	
PS 201	General Psychology	3	
PS 202	Personality Development	3	
PS 101	Fundamentals of Speech	3	
		<u>32</u>	

\*H 230 may be substituted.

SPECIAL NOTE: Candidates in a University Parallel program will complete at least 36 hours of General Education subjects to permit transfer to Bachelor degree programs at Florida Universities.

## CORRECTIONS CERTIFICATE PROGRAM

The Corrections Certificate Program is established for the professional development of those persons associated with confinement and rehabilitation of prisoners. This program will assist Correctional Officers to achieve practical and technical knowledge of the administration and operations of a modern confinement facility.

COURSE	TITLE	SEMESTER HOURS	CREDIT
CO 100.....	Introduction to Corrections .....		3
CO 101.....	Administration of Criminal Justice.....		3
CO 200.....	Principles of Correctional Administration.....		3
CO 202.....	Correction Facility Organization and Operations .....		3
EH 101.....	Freshman Communications.....		3
PO 100.....	Introduction to Law Enforcement and Criminal Justice .....		3
PO 204.....	Criminal Law .....		3
SS 101.....	Social Institutions .....		3
SS 210.....	American Social Problems.....		3
MH 103.....	Interviewing and Recording .....		3
			<u>30</u>

(CO 201 Management and Supervision in the Criminal Justice Field may be substituted for any of the above courses.)

## COURSE DESCRIPTIONS

### CO 100 INTRODUCTION TO CORRECTIONS

An examination of the total correctional process from law enforcement through the administration of justice, probations, prisons, and correctional institutions, and parole. History and philosophy of correctional practice is surveyed. 3-0-3\*

### CO 101 ADMINISTRATION OF CRIMINAL JUSTICE

An overview of the total system of the administration of justice provided with emphasis on due process, justice and on the Constitutional guarantees and the civil rights of citizens and prisoners at various levels. 3-0-3\*

### CO 200 PRINCIPLES OF CORRECTIONAL ADMINISTRATION

Emphasis is placed on principles of administration in the correctional setting, including budgeting and financial control, recruitment and development of staff, administrative decision-making, public relations and other correctional administrative functions. 3-0-3\*

### CO 201 MANAGEMENT AND SUPERVISION IN THE CRIMINAL JUSTICE FIELD

Principles of management and methods of supervision and evaluation are surveyed. Topics such as leadership, motivation, communications, incentives, discipline and morale are studied. 3-0-3\*

### CO 202 CORRECTION FACILITY ORGANIZATION AND OPERATION

The organizations of various institutions are studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed. This course includes planning programs for specialized behavioral problems among inmates. 3-0-3\*

### PO 100 INTRODUCTION TO LAW ENFORCEMENT AND CRIMINAL JUSTICE

This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and evaluation of specific law enforcement practices today. 3-0-3\*

### PO 101 POLICE ADMINISTRATION I

This course stresses the administrative activity of a modern police department. Special attention is given administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning and training. 3-0-3\*

\* Lecture-Lab-Credit Hours

**PO 102 POLICE ADMINISTRATION II (PRIOR TO 1971 WAS  
POLICE ADMINISTRATION II, POLICE OPERATIONS, OR PATROL  
OPERATIONS)**

The concern in this course is with the efficient operations of a modern police department. Particular emphasis is placed on that phase of police operations which are usually seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions. 3-0-3\*

**PO 202 CRIMINAL INVESTIGATION**

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation—after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor. 3-0-3\*

**PO 203 LAW OF ARREST, SEARCH, AND SEIZURE**

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3-0-3\*

**PO 204 CRIMINAL LAW**

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3\*

**PO 205 LAWS OF EVIDENCE**

This course is oriented toward kinds of evidence and rules governing the admissibility of evidence to court and is a continuation of the study of the criminal justice system in the United States. Emphasis is also given to Florida laws of evidence and their application to proper law enforcement. 3-0-3\*

**PO 206 INTRODUCTION TO CRIMINALISTICS**

A course designed to familiarize the student with the capabilities of the modern crime laboratory and its contribution to the criminal justice system. Selected laboratory experiments, scientific analysis, comparison procedures, and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms, and ballistic examinations will be accomplished. 2-4-4\*

**PO 207 JUVENILE DELINQUENCY**

An introduction to the causes and treatment of Juvenile Delinquency. The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition, juvenile status and court procedures. Evaluation of methods in delinquency control and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures. 3-0-3\*

\*Lecture-Lab-Credit Hours



## Library

**FACULTY:** Douglass (Chairman), Brown, Dooley, Foster, Gaddis, Howard, Roberts, Thomas, Wade

**MAJORS:** Librarian (University Parallel), Library Technology (Tech)

**COURSE PREFIXES:** LT

**PROGRAMS:**

### LIBRARY TECHNOLOGY (A.S.) (OFFERED ON DEMAND ONLY)

The Library Technology program is designed to prepare students for responsible clerical and statistical positions in libraries. The curriculum will provide the student with the essential mechanical functions of librarianship such as workroom and circulation procedures and information services.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
AT 110.....	Art Appreciation .....			3
BE 105* .....	Typewriting .....			2
EH 101-102.....	Freshman Communications .....			6
LT 101-102.....	Library Workroom Procedures; General Library Procedures .....			6
LT 103.....	Children's Literature .....			3
MC 110.....	Music Appreciation .....			3
PE .....	Physical Education.....			2
PS 101 .....	Survey of Physical Science .....			3
SS 101-102.....	Social Inst.; Political Inst. ....			6
				<u>34</u>

\*Students must pass the qualifying typewriting test or pursue BE 105.

### LIBRARY TECHNOLOGY (A.S.) Cont'd

#### SOPHOMORE YEAR

BE 101.....	Office Practice.....			3
EH 201-202.....	Eng. Lit. to 1800; after 1800.....			6
EH 205.....	American Lit. to 1865 .....			3
HY 101-102.....	Anc. & Med. Civilization; Modern Civilization...			6
LT 104-105.....	Non-book Materials; Library Practicum .....			6
PE .....	Physical Education.....			2
PY 201 .....	General Psychology .....			3
	Electives* .....			<u>3</u>
				32

\*Suggested Electives

1. Students contemplating business or technical library work should take BA 100.
2. Students contemplating medical library work should make the following substitutions: BY 100-105 for HY 101-102.  
HH 101 for AT 110 and take NG 255.

### LIBRARIAN (A.A.)

Students interested in a career as a Librarian, and transfer to a four-year college or university, will complete Associate in Arts program arranged in consultation with members of the staff.





## COURSE DESCRIPTIONS

### LT 101 LIBRARY WORKROOM PROCEDURES

This course introduces the student to the technical processes involved in ordering and preparing books for use in various types of libraries. 3-0-3\*

### LT 102 GENERAL LIBRARY PROCEDURES

This course trains the student in circulation procedures; reserve book preparation and handling; library statistics; and the fundamentals of information service. 3-0-3\*

### LT 103 CHILDREN'S LITERATURE

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of materials are stressed. 3-0-3\*

### LT 104 NON-BOOK MATERIALS

The technologist is introduced to the use and care of a variety of audio-visual aids, acquires a basic knowledge of graphics, and learns essential record-keeping procedures. 3-0-3\*

### LT 105 LIBRARY PRACTICUM

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3-0-3\*



\* Lecture-Lab-Credit Hours

## Mathematics

**FACULTY:** Wing (Chairman), Alber, Barton, Bullock, Evans, Fitch, Foley, Hendrix, Hitchcock, Saile, Schild, Shaw, Sweet, Travis, Van Wyhe, Whatley, Yount

**MAJORS:** Mathematician, Mathematics Teacher

**COURSE PREFIXES:** MS

**PROGRAMS:**

### MATHEMATICIAN (A.A.)

COURSE	TITLE	FRESHMAN YEAR	SEMESTER		HOURS	CREDIT
			Fall	Winter		
AT 110.....	Art Appreciation .....		3			
or						
MC 110.....	Music Appreciation .....		(3)			
EH 101-102.....	Freshman Communications .....		3		3	
FH 101-102.....	Elementary French.....		3		3	
MS 204-205.....	Calculus I, II .....		3		3	
MS 210.....	Mathematical Programming .....				2	
SS 101-102**.....	Social Institutions; Political Institutions .....		3		3	
PE .....	Physical Education.....		<u>1</u>		<u>1</u>	
			16		15	

### SOPHOMORE YEAR

EH .....	Literature .....		3			
FH 201-202.....	Intermediate French.....		3		3	
HH 101*.....	Perspectives on Healthful Living .....		2			
MS 206.....	Calculus III.....		3			
MS 207.....	Differential Equations .....				3	
MS 209.....	Elementary Linear Algebra .....				3	
MS 232.....	Calculus IV.....				3	
PH 205-206.....	General Physics with Calculus, I, II .....		4		4	
PE .....	Physical Education.....		<u>1</u>		<u>1</u>	
			16		17	

\*HH 230 may be substituted for HH 101.

\*\*PL 201 or HY 201 may be substituted for SS 102.

### MATHEMATICS TEACHER (A.A.)

COURSE	TITLE	FRESHMAN YEAR	SEMESTER		HOURS	CREDIT
			Fall	Winter		
AT 110.....	Art Appreciation .....		3			
or						
MC 110.....	Music Appreciation .....		(3)			
EH 101-102.....	Freshman Communications .....		3		3	
EN 101.....	Introduction to Education .....		3			
MS 204-205.....	Calculus I, II .....		3		3	
MS 210.....	Mathematical Programming .....				2	
SP 101.....	Fundamentals of Speech.....				3	
SS 101-102**.....	Social Institutions; Political Institutions ....		3		3	
PE .....	Physical Education.....		<u>1</u>		<u>1</u>	
			16		15	

\*\*PL 201 or HY 201 may be substituted for SS 102.

**MATHEMATICS TEACHER (A.S.) Cont'd****SOPHOMORE YEAR**

EH .....	Literature .....	3	
HH 101* .....	Perspectives on Healthful Living .....	2	
MS 206 .....	Calculus III .....	3	
MS 207 .....	Differential Equations .....		3
MS 208 .....	Statistics .....	3	
MS 209 .....	Elementary Linear Algebra .....		3
MS 232 .....	Calculus IV .....		3
PH 205-206 .....	General Physics with Calculus I, II .....	4	4
PY 201 .....	General Psychology .....		3
PE .....	Physical Education .....	$\frac{1}{16}$	$\frac{1}{17}$

\*HH 230 may be substituted for HH 101.

**MATH LEARNING CENTER**

The Math Learning Center is open to all students. Mathematical materials for self-study such as; programmed materials, tapes, slides, transparencies, 8mm films and other media devices are available. A number of electronic calculators and a small computer are also available for student use.

**COURSE DESCRIPTIONS****MS 100 DEVELOPMENTAL MATH (Institutional Credit Only)**

This course, offered in the Math Learning Center, is designed for the student whose background in mathematics is very weak. The course has been developed to take into account the student's previous mathematical experiences and his future goals. Audio-tutorial and self-instructional methods are employed, allowing the student to progress at his own rate. Upon satisfactory completion of MS 100 the student should be prepared to enter a regular college-level mathematics course. 3-2-3\*

**MS 106 GENERAL EDUCATION MATHEMATICS I**

(Prerequisite: MS 100 or adequate score on placement test). This course stresses the fundamental concepts and applications of mathematics. Topics covered include the concepts of logic, mathematical systems, systems of numeration and a development of the real number system. 3-0-3\*

**MS 108 GENERAL EDUCATION MATHEMATICS II**

(Prerequisite: MS 106 or adequate score on placement test). This course is designed primarily for Elementary Education majors but is open to all who meet the requirements. Topics included are an introduction to algebra of one and two variables, elementary geometry and an introduction to probability and statistics. 3-0-3\*

**MS 110 INTERMEDIATE ALGEBRA**

(Prerequisite: One year of high school algebra or its equivalent and adequate score on placement test). This course is designed to prepare the student for MS 111 College Algebra. Topics included are sets, properties of real numbers, linear equations and inequalities, exponents and radicals, quadratic equations and graphing in the plane. 3-0-3\*

**MS 111 COLLEGE ALGEBRA**

(Prerequisite: MS 110 or adequate score on placement test). Topics included are relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions. 3-0-3\*

**MS 121 TRIGONOMETRY AND ANALYTIC GEOMETRY**

(Prerequisite: MS 111 or adequate score on placement test). This is a study of the trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles, complex numbers and plane analytic geometry. 3-0-3\*

\*Lecture-Lab-Credit Hours

## Mathematics Courses

### MS 204 Calculus I

(Prerequisite: MS 121 or adequate score on placement test). This is the first course of a four-term sequence. Topics included are a review of functions, limits, continuity, differentiation and integration of algebraic functions, exponential and logarithmic functions and applications. 3-0-3\*

### MS 205 CALCULUS II

(Prerequisite: MS 204). This is the second course of a four-term sequence. Topics included are differentiation and integration of trigonometric functions, techniques of integration, vectors in the plane and applications. 3-0-3\*

### MS 206 CALCULUS III

(Prerequisite: MS 205). This is the third course of a four-term sequence. Topics included are indeterminate forms, infinite series, arc length, tangential and normal vectors, curvature, introduction to functions of more than one variable and partial differentiation and applications. 3-0-3\*

### MS 207 DIFFERENTIAL EQUATIONS

(Prerequisite: MS 206). Topics included are ordinary differential equations with applications, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks and inverse transforms. 3-0-3\*\*

### MS 208 STATISTICS

(Prerequisite: MS 108 or higher). This course considers statistics and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hyper-geometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3\*

### MS 209 ELEMENTARY LINEAR ALGEBRA

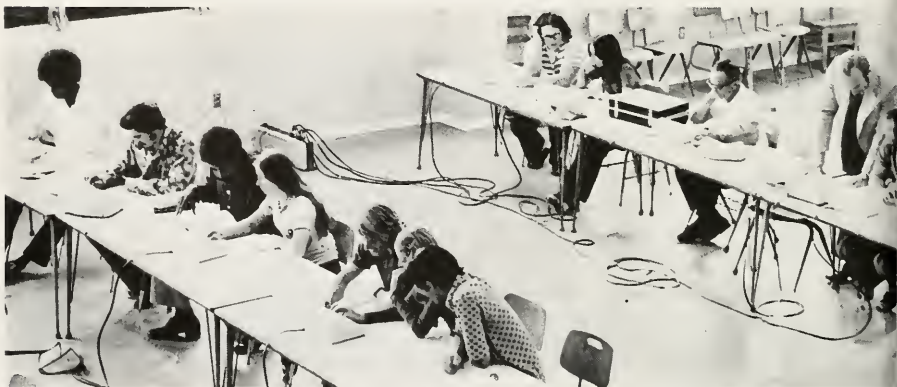
(Prerequisite: MS 205). A course designed to introduce the student to the notion of mathematical proof. Topics included are abstract systems, vector spaces, linear transformations, matrices, linear equations and determinants. 3-0-3

### MS 210 MATHEMATICAL PROGRAMMING

(Prerequisite: MS 111 or higher). This course introduces the student to flow-charting techniques and to the programming of mathematical problems in Fortran IV. Emphasis is on the algorithmic approach. 2-0-2\*

### MS 232 CALCULUS IV

(Prerequisite: MS 206). This is the fourth course of a four-term sequence. Topics included are polar coordinates, vectors in three dimensions, tangent planes and normals to surfaces, multiple integration, and the basic theory of limits, continuity, differentiation and integration, including the Mean-Value Theorem and Rolle's Theorem. 3-0-3\*



\* Lecture-Lab-Credit Hours





## *Music*

**FACULTY:** Royce (Chairman), Adams, Albee, Butterworth, Estrada, Gross, Johnson, Pryweller

**MAJORS:** Music (A.A.), Music (A.S.), Popular Music and Jazz (A.S.), Popular Music and Jazz (Certificate Program).

**COURSE PREFIXES:** MC

**PROGRAMS:**

**MUSIC, MUSIC EDUCATION (A.A.)**

This curriculum is designed for students who plan to work for the Baccalaureate Degree in Applied Music, Music Composition, Music Education, Music History and Literature, Music Merchandising, Musicology, Music Theory, Music Therapy or Sacred Music.

Composition and Music Education Majors should add MC 226, MC 227, MC 228 and MC 229. Music majors participate in at least one college music organization each semester.

### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS	CREDIT
BY 100-105.....	Principles of Biology; Lab.....	4	
EH 101-102.....	Freshman Communications.....	6	
MC 070.....	Seminar in Music.....	0	
MC 101-102.....	Music Theory.....	6	
MC .....	Applied Music.....	4	
MC 110.....	Music Appreciation .....	3	
MC 191-192.....	Sight Singing .....	2	
PE .....	Physical Education.....	2	
SS 101-102*.....	Social Inst.; Political Inst. ....	6	
		<u>33</u>	

\*PL 201 or HY 201 may be substituted for SS 102.



## Music

### MUSIC, MUSIC EDUCATION (A.A.) Cont'd

#### SOPHOMORE YEAR

EH	.....Literature .....	3
HH 101**	.....Perspectives of Healthful Living .....	2
MC 070	.....Seminar in Music .....	0
MC 201-202	.....Music Theory .....	6
MC 203-204	.....Keyboard Harmony .....	2
MC	.....Applied Music .....	4
MC 291-292	.....Sight Singing .....	2
MS 106	.....General Education Math I .....	3
PE	.....Physical Education .....	2
PS 101	.....Physical Science .....	3
	General Education Electives .....	<u>9</u>
		36

\*\*HH 230 may be substituted.

### MUSIC (A.S.)

This is a two-year technical program for students not planning to pursue a four-year college curriculum in music. It offers a basic program of studies designed to assist those engaged in teaching, performing, or conducting music.

The non-music electives in the program may be selected so as to benefit the student in his particular area of specialization, such as sacred music or private teaching.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS	CREDIT
EH 101-102 or 110	...Freshman Communications; Technical Writing ...	6	
MC 070	.....Seminar in Music .....	0	
MC 103	.....Music Fundamentals .....	3	
MC 110	.....Music Appreciation .....	3	
MC	.....Applied Music .....	6	
PE	.....Physical Education .....	2	
SS 101-102*	.....Social Inst.; Political Inst. ....	6	
SP 101 or SP 103	.....Fundamentals of Speech or Intro. to Theatre .....	3	
	Electives .....	<u>3</u>	
		32	

#### SOPHOMORE YEAR

HH 101**	.....Perspectives on Healthful Living .....	2
MC 070	.....Seminar in Music .....	0
MC 101-102	.....Music Theory .....	6
MC 191-192	.....Sight Singing .....	2
MC	.....Applied Music .....	6
MC 213	.....Conducting .....	2
PE	.....Physical Education .....	2
PY 201	.....General Psychology .....	3
AT 110	.....Art Appreciation or a Literature course .....	3
	Electives .....	<u>6</u>
		32

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

# POPULAR MUSIC AND JAZZ (A.S.)

This two-year technical progra designed for individuals involved in the performance and/or creation of popular music and jazz.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS	CREDIT
EH 101-102	Freshman Communications		6	
MC 070	Seminar in Music		0	
MC 110	Music Appreciation		3	
MC 141	Voice Class I		1	
MC 151-152	Piano Class I; II		2	
MC 171-172	Jazz Harmony I; II		6	
MC 173	Arranging I		2	
MC 175-176	Performance Laboratory		2	
MC 191-192	Sight Singing		2	
MC	Applied Major		2	
PE	Physical Education		2	
	Electives		4	
			<u>32</u>	

## SOPHOMORE YEAR

HH 101**	Perspectives on Healthful Living		2	
MC 010	Seminar in Music		0	
MC 161	Guitar Class I		1	
MC 174	Arranging II		2	
MC 210	History of Jazz		3	
MC 251	Piano Class III		1	
MC 271	Jazz Harmony III		3	
MC 275-276 or	Instrumental Improvisation I; II	(2)		
MC 277-278	Pop Vocal Style I; II		2	
MC	Applied Major		2	
MC	Ensemble Electives		2	
PE	Physical Education		2	
SS 101-102*	Social Inst.; Political Inst.		6	
	Electives		6	
			<u>32</u>	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

## POPULAR MUSIC AND JAZZ (One Year Certificate Program)

COURSE	TITLE	SEMESTER	HOURS	CREDIT
MC 070	Seminar in Music		0	
MC 110	Music Appreciation		3	
MC 141	Voice Class I		1	
MC 151-152	Piano Class I; II		2	
MC 171-172	Jazz Harmony I; II		6	
MC 173	Arranging I		2	
MC 175-176	Performance Laboratory		2	
MC 191-192	Sight Singing		2	
MC 210	History of Jazz		3	
MC	Applied Major		2	
	Electives*		9	
			<u>32</u>	

Six hours of electives must be selected from the list of General Education courses.

## Music Courses

### COURSE DESCRIPTIONS .

#### MC 101 MUSIC THEORY

(Co-requisite: MC 191). This course includes study of the melodic, harmonic and rhythmic elements of music through part writing, aural dictation and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3

#### MC 102 MUSIC THEORY

(Prerequisite: MC 101 or equivalent. Co-requisite: MC 192, Sight Singing). This course is a continuation of MC 101, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3\*

#### MC 103 FUNDAMENTALS OF MUSIC

This is an introductory course in basic music skills for classroom teachers and those interested in music fundamentals. The course includes the study of notation, rhythm, singing, basic piano skills and conducting. 3-0-3\*

#### MC 105 CONCERT BAND

Any qualified student who enjoys the study and performance of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use. 0-3-1\*

#### MC 106 CONCERT BAND

This is a continuation of MC 105.\*\* 0-3-1\*

#### MC 107 CONCERT CHOIR

Membership is open to all students\*\* to sing. Students participate in the study and performance of a varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or audit.\*\* 0-3-1\*

#### MC 108 CONCERT CHOIR

This is a continuation of MC 107.\*\* 0-3-1\*

#### MC 110 MUSIC APPRECIATION

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education. 3-0-3\*

#### MC 115 HISTORY AND APPRECIATION OF MUSIC (Foreign Study)

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers, and their works. It is designed to provide the student with a basis of intelligent listening and to help him to develop a more thorough understanding of music by hearing live performances and observing the musical and cultural life of foreign countries. Pre-flight seminars are given to make the travel a valid educational experience. Examinations and written reports are required based on observations and listening experiences witnessed abroad. This course may be substituted for MC 110. A special fee is charged. 3-0-3.\*

#### MC 120 APPLIED MUSIC

(One half-hour lesson a week). Private instrumental instruction is available in the following instruments: Piano, Organ, Violin, Viola, Cello, String Bass, Guitar, Bass Guitar, Flute, Clarinet, Saxophone, Oboe, Bassoon, Trumpet or Cornet, French Horn, Baritone or Euphonium, Trombone, Tuba and Percussion. 1-0-1\*

#### MC 121 APPLIED MUSIC

(One half-hour lesson a week). This is a continuation of MC 120. 1-0-1\*

#### MC 122 APPLIED MUSIC

This is a continuation of MC 121. 1-0-1\*

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\*Lecture-Lab-Credit Hours

A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

**MC 123 APPLIED MUSIC**

(Two half-hour lessons a week). See description MC 120. 2-0-2\*

**MC 124 APPLIED MUSIC**

(Two half-hour lessons a week). This is a continuation of MC 123. 2-0-2\*

**MC 130 APPLIED MUSIC—VOICE**

(one half-hour lesson a week. Prerequisite: MC 141 or equivalent). Private instruction in voice. 1-0-1\*

**MC 131 APPLIED MUSIC—VOICE**

(One half-hour lesson a week). This is a continuation of MC 130. 1-0-1\*

**MC 132 APPLIED MUSIC—VOICE**

(One half-hour lesson a week). This is a continuation of MC 131. 1-0-1\*

**MC 133 APPLIED MUSIC—VOICE**

(Two half-hour lessons a week. Prerequisite: MC 141 or equivalent). Private instruction in voice. 2-0-2\*

**MC 134 APPLIED MUSIC—VOICE**

(Two half-hour lessons a week). This is a continuation of MC 133. 2-0-2\*

**MC 141 VOICE CLASS I**

This course includes instruction in tone production, diction, music reading, and repertory. Each student is given opportunity for individual aid. 0-2-1\*

**MC 142 VOICE CLASS II**

(Prerequisite: MC 141 or equivalent). This is a continuation of MC 141. 0-2-1\*

**MC 151 PIANO CLASS I**

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0-2-1\*

**MC 152 PIANO CLASS II**

(Prerequisite: MC 151 or equivalent). This course is a continuation of MC 151. 0-2-1\*

**MC 161 GUITAR CLASS I**

This course provides class lessons for beginning guitar students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments and music reading. 0-2-1\*

**MC 162 GUITAR CLASS II**

(Prerequisite: MC 161 or equivalent). This course is a continuation of MC 161. 0-2-1\*

**MC 165 JAZZ ENSEMBLE**

This organization provides opportunities for the student to become acquainted with the techniques and styles of contemporary popular music and jazz. It consists of a large ensemble and small rock, jazz, and pop groups. Members are selected by auditions. \*\* 0-2-1\*

**MC 166 JAZZ ENSEMBLE**


This is a continuation of MC 166.\*\* 0-2-1\*

**MC 167 PACESETTERS**

This organization provides a selected group of vocal performers with instrumental accompanists, opportunities to perform contemporary sounds of folk, pop, jazz and rock music. Members are selected by audition.\* 0-2-1\*

**MC 168 PACESETTERS**

This is a continuation of MC 167.\*\* 0-2-1\*

 Lecture-Lab-Credit Hours

A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree.

## Music Courses

### MC 171 JAZZ HARMONY I

(Co-requisite MC 191) This course includes the study of melodic, harmonic and rhythmic elements of jazz and popular music through part writing, aural dictation and music analysis. The harmonic material includes the study of standard cadential formulae, blues harmony (triadic progressions), and the synthesis of progressions found in current popular music. \*\*\* 3-0-3\*

### MC 172 JAZZ HARMONY II

(Prerequisite: MC 171 or equivalent. Co-requisite: MC 192 Sight Singing) This course is a continuation of MC 171, Jazz Harmony I, and includes the study of additional diatonic triads, non-harmonic tones, chromatic chord progressions, and modulations. \*\*\* 3-0-3\*

### MC 173 ARRANGING I

(Prerequisite: MC 103 or MC 171. It may be taken concurrently with MC 171) This course is a study of arranging music in the popular and jazz idiom. Students will write arrangements for a variety of instrumental combinations for evaluation in class. \*\*\* 2-0-2\*

### MC 174 ARRANGING II

(Prerequisite: MC 173 or equivalent) This course is a continuation of MC 173. \*\*\* 2-0-2\*

### MC 175 PERFORMANCE LABORATORY

(Limited to students enrolled in the Popular Music and Jazz Program) This course offers practical training in score reading and in rehearsing and directing various types of jazz and popular music ensembles. Both student and published arrangements will be played in class with attention directed to ensemble performance, style, and interpretation. \*\*\* 0-2-1\*

### MC 176 PERFORMANCE LABORATORY

This is a continuation of MC 175. \*\*\* 0-2-1\*

### MC 191 SIGHT SINGING

This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1\*

### MC 192 SIGHT SINGING

(Prerequisite: MC 191 or equivalent). This course is a continuation of MC 191. 0-2-1\*

### MC 201 MUSIC THEORY

(Prerequisite: MC 102 or equivalent. Co-requisite: MC 291). This course is a continuation of MC 102, Music Theory, and includes the study of modulations, to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3\*

### MC 202 MUSIC THEORY

(Prerequisite: MC 201 or equivalent. Co-requisite: MC 292). This course is a continuation of MC 201, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth, and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3\*

### MC 203 KEYBOARD HARMONY

(Prerequisite: MC 102 and MC 122 or the equivalents). This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1\*

### MC 204 KEYBOARD HARMONY

(Prerequisite: MC 203 or equivalent). This course is a continuation of MC 203. 0-2-1\*

### MC 205 CONCERT BAND

This course is a continuation of MC 105 and MC 106. \*\* 0-3-1\*

### MC 206 CONCERT BAND

A continuation of MC 205. \*\* 0-3-1\*

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\*Lecture-Lab-Credit Hours

A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

\*\*\* This course is designed for students in the one- and two-year technical programs in music.



**MC 207 CONCERT CHOIR**

This is a continuation of MC 108.\*\* 0-3-1\*

**MC 208 CONCERT CHOIR**

This is a continuation of MC 207.\*\* 0-3-1\*

**MC 210 JAZZ HISTORY**

(Prerequisite: MC 110) This course is a study of the beginning of jazz, its stylistic development, and its outstanding exponents.\*\* 3-0-3\*

**MC 211 INTRODUCTION TO MUSIC HISTORY**

For Music Majors, an introduction to Music History and Literature. 3-0—3\*

**MC 213 CONDUCTING**

This is a course in the basic techniques of choral and instrumental conducting. It is an introduction to conducting techniques, score reading and interpretation. 2-0-2\*

**MC 220 APPLIED MUSIC**

(One half-hour lesson a week). This is a continuation of MC 122. 1—0-1\*

**MC 221 APPLIED MUSIC**

(One half-hour lesson a week). This is a continuation of MC 220. 1-0-1\*

**MC 222 APPLIED MUSIC**

(One half-hour lesson a week). This is a continuation of MC 221. 1-0-1\*

**MC 223 APPLIED MUSIC**

(Two half-hour lessons a week). This is a continuation of Music 124. 2-0-2\*

**MC 224 APPLIED MUSIC**

(Two half-hour lessons a week). This is a continuation of MC 223. 2-0-2\*

**MC 226 BRASS TECHNIQUES**

This course provides basic class instruction in brass instruments. Music Education majors are required to have instruction in one of the following:

- A. Trumpet
- B. French Horn
- C. Trombone
- D. Tuba

0-2-1\*

**MC 227 WOODWIND TECHNIQUES**

This course provides basic class instruction in woodwind instruments. Music Education majors are required to have instruction in one of the following:

- A. Clarinet
- B. Flute
- C. Saxophone

0-2-1\*

**MC 228 STRING TECHNIQUES**

This course provides basic instruction in string instruments. Music Education majors are required to have instruction in one of the following:

- A. Violin
- B. Viola
- C. Cello
- D. String Bass

0-2-1\*

**MC 229 PERCUSSION TECHNIQUES**

This course provides class instruction in the basic percussion instruments and is required of Music Education majors. 0-2-1\*

**MC 230 APPLIED MUSIC—VOICE**

(One half-hour lesson a week). This is a continuation of MC 132, Applied Music—Voice. 1-0-1\*

**MC 231 APPLIED MUSIC—VOICE**

(One half-hour lesson a week). This is a continuation of MC 230, Applied Music—Voice. 1-0-1\*

\*Lecture-Lab-Credit Hours

This course is designed for students in the one- and two-year technical programs in music.

## Music Courses

### MC 232 APPLIED MUSIC—VOICE

(One half-hour lesson a week). This is a continuation of MC 231, Applied Music—Voice. 1-0-1\*

### MC 233 APPLIED MUSIC—VOICE

(Two half-hour lessons a week). This is a continuation of MC 134, Applied Music—Voice. 2-0-2\*

### MC 234 APPLIED MUSIC—VOICE

(Two half-hour lessons a week). This is a continuation of MC 233, Applied Music—Voice. 2-0-2\*

### MC 251 PIANO CLASS III

(Prerequisite: MC 152 or equivalent). This course is a continuation of MC 152. 0-2-1\*

### MC 252 PIANO CLASS IV

(Prerequisite: MC 251 or equivalent). This course is a continuation of MC 251. 0-2-1\*

### MC 265 JAZZ ENSEMBLE

This is a continuation of MC 166.\*\*\* 0-2-1\*

### MC 266 JAZZ ENSEMBLE

This is a continuation of MC 265.\*\*\* 0-2-1\*

### MC 267 PACESETTERS

This is a continuation of MC 168.\*\*\* 0-2-1\*

### MC 268 PACESETTERS

This is a continuation of MC 267.\*\*\* 0-2-1\*

### MC 271 JAZZ HARMONY III

(Prerequisite: MC 172 or equivalent. Co-requisite: MC 291) This course is a continuation of MC 172, Jazz Theory II, and includes the study of modal harmony, substitute chords, deceptive progressions, and the melodization of harmony.\*\*\* 3-0-3\*

### MC 275 INSTRUMENTAL IMPROVISATION I

(Prerequisite: MC 172 or equivalent) This is a practical laboratory session involving the application of scales, chords, and melody to musical phrasing and expression in the jazz idiom.\*\*\* 0-2-1\*

### MC 276 INSTRUMENTAL IMPROVISATION II

(Prerequisite: MC 275 or equivalent) This course is a continuation of MC 275.\*\*\* 0-2-1\*

### MC 277 POP VOCAL STYLE I

(Prerequisite: MC 172 or equivalent) This course is a study of various vocal styles in jazz and popular music. Included will be analyses of the singing of outstanding vocal stylists and methods for the students' technical development in this idiom.\*\*\* 0-2-1

### MC 278 POP VOCAL STYLE II

(Prerequisite: MC 177) This course is a continuation of MC 277.\*\*\* 0-2-1\*

### MC 291 SIGHT SINGING

(Prerequisite: MC 192 or equivalent). This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1\*

### MC 292 SIGHT SINGING

(Prerequisite: MC 291 or equivalent). This course is a continuation of MC 291. 0-2-1\*

### MC 070 SEMINAR IN MUSIC

Music majors meet together one hour a week to discuss and study pertinent music topics and to participate in student recitals. 1-0-0\*

### MC 072 STRING ENSEMBLE

This organization affords the student an opportunity to perform various chamber music media. 0-2-0\*

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\*Lecture-Lab-Credit Hours

This course is designed for students in the one- and two-year technical programs in music

### MC 073 BRASS ENSEMBLE

This course involves the study and performance of literature for small combinations of brass instruments. It is open to all brass instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department). 0-2-0\*

### MC 074 WOODWIND ENSEMBLE

This course involves the study and performance of literature for small combinations of woodwind instruments. It is open to all woodwind instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department). 0-2-0\*

### MC 075 PERCUSSION ENSEMBLE

This course involves the study and performance of literature for small combinations of percussion instruments. It is open to all percussion instrumentalists who meet the necessary degree of proficiency as determined by the instructor. Ensemble members must also be enrolled in Concert Band (exceptions to this requirement will be considered by the Music Department). 0-2-0



\* Lecture-Lab-Credit Hours

## Nursing

**FACULTY:** Morgan (Chairman), Benken, Blanchard, Campbell, Dix, Faquir, Harris, Huneke, Linville, McCary, Metts, Mish, Mudwilder, Tanaka

**MAJORS:** Nursing, Pré-Nursing, Operating Room Technician, Radiological Technology, Ward Secretary

**COURSE PREFIXES:** NG, OR, XR, WS

### PROGRAMS:

#### NURSING (A.S.)

This course is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. The program leads to graduation with the Associate in Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. Palm Beach Junior College reserves the right to drop from the Nursing Program any student who, in the opinion of the Chairman of the Nursing Department, does not perform satisfactorily in the clinical area.

Please refer to page 62 for admission requirements.

All nursing courses must be taken in sequence and a grade "C" or better must be earned in **BOTH** the clinical and academic components of each course. Other courses listed must be taken in the sequence designated or prior to the nursing course.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER HOURS CREDIT		
		Fall	Winter	Spring
BY 151-152.....	Anatomy and Physiology.....	3	3	
BY 156.....	Microbiology.....	3		
CY 104.....	Chemistry for Health Sciences.....		3	
EH 101-102.....	Freshman Communications.....	3	3	
HE 101.....	Elements of Nutrition.....	3		
NG 101.....	Fundamentals of Nursing.....	4		
NG 102-103.....	Medical and Surgical Nursing.....		5	5
PE.....	Physical Education.....	1		
PY 201.....	General Psychology.....		3	
		<u>17</u>	<u>17</u>	<u>5</u>

#### SOPHOMORE YEAR

NG 201.....	Medical and Surgical Nursing.....	6		
NG 202.....	Human Growth and Development.....	3		
NG 204* or.....	Psychiatric-Mental Health Nursing.....	4		
NG 206.....	Pediatric Nursing.....		4	
NG 205.....	Nursing Trends.....		2	
NG 207.....	Maternity Nursing.....		4	
PE.....	Physical Education.....		1	
SS 101-102**.....	Social Inst.; Political Inst. ....	<u>3</u>	<u>3</u>	
		<u>16</u>	<u>14</u>	

\*Half of the class will take NG 204 in the fall, and NG 206 in the winter. The other half of the class will reverse the sequence.

\*\*PL 201 or HY 201 may be substituted for SS 102.





### PRE-NURSING (A.A.)

This program is intended to give the student the first two years of a four year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at Junior College. In some cases it may be advisable to transfer at the end of the freshman year.

#### FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Fall	Winter	
BY 100-104.....	General Biology.....		4		
EH 101-102.....	Freshman Communications.....		3		3
BY 156.....	Microbiology.....				3
HH 101*.....	Perspectives on Healthful Living.....		2		
MS 106.....	General Education Math I.....				3
PE.....	Physical Education.....		1		1
SS 101-102**.....	Social Inst.; Political Inst. ....		3		3
CY 100.....	Principles of Chemistry				
or					
PS 101.....	Survey of Physical Science I.....				3
	Elective.....		3		
			16		16

\*HH 230 may be substituted

\*\*PL 201 or HY 201 may be substituted for SS 102.



## Operating Room Technician

### PRE-NURSING (A.A.) Cont'd

#### SOPHOMORE YEAR

AT 110	Art Appreciation		3
or			
MC 110	Music Appreciation	(3)	
BY 151-152	Anatomy & Physiology	3	3
EH	Literature		3
HE 101	Elements of Nutrition	3	
HY 101	Ancient & Medieval Civilizations	3	
or			
HY 201	U.S. History to 1865	(3)	
HY 102	Modern Civilizations		3
or			
HY 202	U.S. History from 1865	(3)	
PE	Physical Education	1	1
PY 201	General Psychology	3	
PY 202	Personality Development		3
SP 101	Fundamentals of Speech	3	
		<u>16</u>	<u>16</u>

### OPERATING ROOM TECHNICIAN (Certificate Program)

A certificate for Operating Room Technician will be granted at the end of two semesters of work to the high school graduate who successfully completes the requirements of the course. The Operating Room Technician will be prepared to function as a member of the surgical team under the direct supervision of a registered nurse.

See page 55 for admission requirements.

COURSE	TITLE	SEMESTER HOURS		CREDIT
		Fall	Winter	
OR 101-102	Operating Room Technique I; II	6	8	
BY 151-152	Anatomy and Physiology	3	3	
BY 156	Microbiology	3		
EH 101	Freshman Communications		3	
HH 101*	Perspectives on Healthful Living		2	
NG 255	Medical Terminology	3		
		<u>15</u>	<u>16</u>	

### DUTIES OF AN OPERATING ROOM TECHNICIAN

Routine preparation for a surgical procedure, maintaining aseptic conditions, selecting instruments, preparing a patient for a surgical procedure, handling special equipment, assisting in caring for a patient in the operating room.

\*HH 101 may be waived by passing a standard written health examination.

## RADIOLOGICAL TECHNOLOGY (A.S.)

Palm Beach Junior College and St. Mary's Hospital provide students with the opportunity to achieve the Associate in Science degree in Radiological Technology. Students working toward a Certificate in Radiological Technology under St. Mary's program may concurrently enroll at Palm Beach Junior College to complete their General Education requirements. St. Mary's certificate program meets the requirements established by the Council on Medical Education and Hospitals of the American Medical Association and The American Society of Radiologic Technologists; Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools. Upon presenting a transcript covering 36 credit hours work in Radiological Technology from St. Mary's Hospital including the prerequisite passing of the Registry Examination, students who have satisfactorily completed the General Education requirements at Palm Beach Junior College (28 credit hours), will be eligible to receive the A.S. degree in Radiological Technology. Hospital arrangements are between the student and the radiologist at St. Mary's.

## FRESHMAN YEAR

COURSE	TITLE	Fall	Winter	Spring	
				I	II
PE .....	Physical Education.....	1	1		
EH 101-102.....	Freshman Communications, or				
EH 110.....	Technical Writing.....	3	3		
MS 106.....	General Education Math I.....			3	
BY 100.....	Principals of Biology .....				3
		<u>4</u>	<u>4</u>	<u>3</u>	<u>3</u>

## SOPHOMORE YEAR

PY 201 .....	General Psychology .....	3			
SP 101 .....	Fundamentals of Speech.....		3		
SS .....	Social Science.....			3	3
HH 101 .....	Perspectives on Healthful Living .....	<u>2</u>			
		5	<u>3</u>	<u>3</u>	<u>3</u>

## CREDIT FROM ST. MARY'S HOSPITAL

COURSE	TITLE	Credit Hours
XR 100.....	Radiological Technique I.....	3
XR 101.....	Applied Radiological Technique I.....	3
XR 102.....	Radiological Technique II.....	3
XR 103.....	Applied Radiological Technique II.....	5
XR 104.....	Topographic Anatomy and Physiology ...	3
XR 200.....	Radiological Technique III.....	3
XR 201.....	Applied Radiological Technique III.....	3
XR 202.....	Radiological Technique IV.....	3
XR 203.....	Applied Radiological Technique IV.....	5
XR 204.....	Applied Radiological Technique V.....	<u>5</u>
		36

## Ward Secretary

### WARD SECRETARY (One Year Certificate Program)

This is a program to prepare the individual to function as a Ward Secretary in hospital units and public health clinics.

COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Fall Term	Winter Term	
BA 271 .....	Human Relations in Business .....		3		
BE 105 .....	Typing .....			2	
EH 101-102 .....	Freshman Communications .....		3	3	
NG 255 .....	Medical Terminology .....		3		
PY 201 .....	General Psychology .....		3		
PY 202 .....	Personality Development .....			3	
SP 102 .....	Fundamentals of Speech .....			3	
SS 101 .....	Social Institutions .....		3		
WS 101 .....	Ward Secretary .....			5	
			15	16	

### NURSE PRACTITIONER

The College offers a three-semester course consisting of NG 291, 293, and 294, that leads to a certificate as a Pediatric Nurse Practitioner. A certificate as a Family Nurse Practitioner is awarded on completion of NG 211, 295, and 296. Applicant for Nurse Practitioner must have R.N. and previous experience.

This program provides a continuing education opportunity for nurses to expand their role in giving comprehensive care as a member of a health team working in a physician's office, clinic, or health facility.

#### Pediatric Nurse Associate:

COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Fall Term	Winter Term	
NG 291 .....	History Taking and Physical Diagnosis .....		4		
NG 293 .....	Pediatric Nurse Practitioner I .....			4	
NG 294 .....	Pediatric Nurse Practitioner II .....		4		

#### Family Nurse Practitioner

COURSE	TITLE	SEMESTER	HOURS		CREDIT
			Fall Term	Winter Term	
NG 291 .....	History Taking and Physical Diagnosis .....		4		
NG 295 .....	Family Practitioner I .....			4	
NG 296 .....	Family Practitioner II .....		4		

## COURSE DESCRIPTIONS

### NG 101 FUNDAMENTALS OF NURSING

This course is an orientation to the field of nursing and includes basic nursing concepts and procedures based on scientific principles. Emphasis is placed on identifying and meeting the patient's needs, and using the problem solving approach in nursing situations. Mental hygiene concepts are introduced to form a basis for better understanding of the patient as a person, and as a background for further study. 2-6-4\*

### NG 102 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 101). This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions. Patient-centered teaching in the clinical experience provides opportunity for development of skills. Offered in the winter term. 2-9-5\*

### NG 103 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 102). This is a continuation of NG 102. Offered in the first session of the spring term only. 3-6-5\*

### NG 201 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 103). This provides a continuation of NG 103 with emphasis on more difficult nursing problems encountered in care of the adult. Offered in the fall term only. 3-9-6\*

### NG 202 HUMAN GROWTH AND DEVELOPMENT

This course is a study of the growth and development of the well individual and includes the implications for health care. Emphasis is placed on the development concepts applicable to specific age groups and the change necessitated through the mature years and into old age. 3-0-3\*

### NG 204 PSYCHIATRIC — MENTAL HEALTH NURSING I

(Co-requisite: NG 201 and NG 202). This course is designed to give the student an understanding of the principles, concepts and processes of psychiatric nursing. A thorough study of the various types of behavior presented by the mentally ill is presented with major emphasis on nursing intervention into the problems presented by these patients. The current treatment modalities are reviewed with emphasis on the nurse's responsibilities. The spectrum of community resources available for the prevention of mental illness, and the treatment and rehabilitation of the emotionally disturbed person, are stressed. 2-6-4\*

### NG 205 NURSING TRENDS

(Prerequisite: NG 201). Current developments in nursing and the responsibilities of the nurse will be included in this course. Offered in the winter term. 2-0-2\*

### NG 206 PEDIATRIC NURSING

(Co-requisite, NG 201, NG 202). This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. 2-6-4\*

### NG 207 MATERNITY NURSING

(Prerequisite: NG 201, Co-requisite: NG 202). A family centered course dealing with all facets of the childbearing phase of the woman's life. Pregnancy, labor and delivery, the postpartum and care of the newborn are included. Emphasis is placed on the normal aspects of the maternity and neonatal cycle, and the prevention of complications during this period. Clinical experiences and observations are available in local hospitals and other health agencies. 2-6-4\*

### NG 255 MEDICAL TERMINOLOGY

This course is designed to acquaint the student, who is preparing for a health related vocation, with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined, and the use of the medical dictionary and related sources are emphasized. Application is made to procedures, diagnostic tests and conditions encountered in various health related fields. 3-0-3\*

\* Lecture-Lab-Credit Hours

## **Nursing Courses**

### **NG 291 HISTORY TAKING AND PHYSICAL DIAGNOSIS**

This is the basic course with two subsequent semesters leading to certificate in Pediatric or Family Nurse Practitioner. The course will utilize the problem Oriented Method. The nurse will learn to obtain detailed medical histories and perform screening physical examinations on pediatric, adolescents, adult and geriatric patients. Recognition of problems and methods of solving patient problems will be stressed. Clinical experience will be provided in various out-patient facilities. 3-3-4\*

### **NG 293 PEDIATRIC NURSE PRACTITIONER I**

(Prerequisite NG 291) This course will apply the skills learned in NG 291 to the infant up to school age. The nurse will learn to provide evaluation of the newborn and counsel the new mother, provide well baby care, recognize the sick infant and plan and provide treatment with guidelines. Stress will be placed on normal growth and development, recognition of deviation and parent counseling for the child to school age. Clinical experience in out-patient services. 3-3-4\*

### **NG 294 PEDIATRIC NURSE PRACTITIONER II**

(Prerequisite NG 293) This course will cover the school age child from six to twelve years and the adolescent from 12 to 18 years. The first half of the course will include illnesses of the 6 to 12 year old and school health problems such as learning problems, school phobia, epidemiology, screening examinations. The latter half will be concerned with adolescent medicine, emotional problems, puberty, drug abuse. Clinical experience provided in out-patient clinics and county schools. 3-3-4\*

### **NG 295 FAMILY NURSE PRACTITIONER I**

(Prerequisite 291) This course will apply the skills learned in NG 291 to the adult patient. In this course the nurse learns to assess needs, evaluate general conditions, plan and implement treatment of the adult patient. The nurse will learn to function in an expanded role as a registered nurse in a physician's office, clinic or health facility. 3-3-4\*

### **NG 296 FAMILY NURSE PRACTITIONER II**

Continuation of NG 295.

### **NG 298 COMMUNITY HEALTH NURSING**

(Prerequisite: Registered Nurse). This is a continuation education course for registered nurses. The special knowledge, skills and procedures needed by all nurses in helping individuals, families and communities to meet their health needs. 3-0-3\*

### **OR 101 OPERATING ROOM TECHNIQUE I**

(Co-requisites: BY 151 and BY 156). An introduction to operating room techniques designed to assist the student in developing the basic knowledge and skills necessary for performance in the operating room. The course includes hospital organization, ethics, legal practices and relationships with team members under direct supervision. Laboratory and clinical experiences afford the student opportunities to develop and demonstrate skills in surgical asepsis. 3-9-6

### **OR 102 OPERATING ROOM TECHNIQUE II**

(Prerequisite: OR 101, Co-requisite: BY 152). A continuation of OR 101 with emphasis on the development of skills in the clinical area. 2-18-8\*

### **WS 101 WARD SECRETARY**

This course will consist of lecture with laboratory experience in the area hospitals and clinical agencies. The student will learn skills and techniques necessary to function as a ward secretary. It will provide a working knowledge of requisitioning diet, laboratory procedures, X-ray procedures, supplies, etc. The student will assess problems presented by patients and families, nursing staff, physicians, paramedical personnel, public media and determine referrals for resolution of problems. 3-6-5\*

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\* Lecture-Lab-Credit Hours



**XR 100 RADIOLOGICAL TECHNIQUE I**

This course includes a discussion of professional ethics, darkroom chemistry and technique, principles of radiographic exposure, radiographic positioning, and film critique.

a. Professional Ethics — to acquaint the student with good ethical principles; to outline the responsibilities entailed by becoming a member of a para-medical profession; to explain the relationship of the X-ray technician to other technicians, the patients, the radiologist, attending physician, and other members of the hospital staff.

b. Darkroom Chemistry and Technique — the objective of this course is to develop the knowledge and skills necessary for thorough and efficient darkroom procedures. To study the history and development of X-ray film and darkroom accessories. To gain a thorough knowledge of the chemical constituents of processing solutions and their functions. To appreciate various types of darkroom and processing apparatus.

c. Principles of Radiographic Exposure I — the object of this course is to give the student a thorough understanding of the theory of X-ray technique and to correlate this knowledge with practical application, thus developing a thinking technician capable of devising a technique based on sound principles and practices.

d. Radiographic Positioning I — the object of this course is to provide instruction in the radiographic positioning of the bones of the body. This course will provide precise and detailed information on the various positions and demonstrate the necessity for different views to maintain correct detailed and proportion of parts. Emphasis will be placed on the extremities and spine of the body.

e. Film Critique I, II, III, and IV — to provide a forum for review, informal discussion and seminars on the quality of films being produced by the student. An opportunity to offer him constructive criticism of his work.

**XR 102 RADIOLOGICAL TECHNIQUE II**

This course follows immediately after Radiological Technique I, and includes positioning of the patient, radiographic exposure, common procedures using contrast media, nursing procedures, techniques of pediatric radiography, and film critique.

a. Radiographic Positioning II — to give the student instruction in the more difficult radiographic positions, supplementing and adding to the basic principles of positioning as given in Radiographic Positioning I. Emphasis is placed on the skull and organs of the chest, abdomen, and pelvis.

b. Principles of Radiographic Exposure II — to give the student instruction in the use of cones, diaphragms, collimators, filters, grids, screens, and film and the effect each has on the quality of the radiograph.

c. Common Procedures Using Contrast Media — to acquaint the student with common procedures in radiography involving the use of contrast media, the equipment and media used, and the reactions and contraindications of these media.

d. Nursing Procedures — to acquaint the student with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the X-ray technician in various nursing situations.

e. Pediatric Radiography — to acquaint the student with the importance of having a definite method of procedure with young children; to explain its advantages, which include the saving of film and time of the operator, as well as minimizing the amount of radiation to the patient.

**XR 200 RADIOLOGICAL TECHNIQUES III**

This advanced course goes into greater detail on positioning, radiographic exposure, radiation protection, special radiographic procedures, and film critique.

a. Radiographic Positioning III — to acquaint the student with the most difficult radiographic positioning procedures. Non-routine radiography of the extremities, abdomen, the vertebral column, bones of the skull, paranasal sinuses, mastoid sinuses, and thoracic contents.

b. Principles of Radiographic Exposure III — to give the student a complete and thorough knowledge of the manipulation of exposure factors through the completion of problems and experiments. To learn the basic principles needed to construct technique charts for all situations and all exposure factors.

c. Radiation Protection — this course provides instruction as to the various ways and means of protecting that part of patient not being treated and other personnel in the room from the effects of ionizing radiation. Also covers radiation dosimetry and detection, maximum permissible doses and levels of radiation.

d. Special Procedures — to acquaint the student with the specialized and highly technical procedures in radiography, the equipment and contrast media used, and the general indications for each examination.

### XR 202 RADIOLOGICAL TECHNIQUE IV

This course is designed to give the student basic training in radiation therapy and nuclear medicine, intraoral radiography, equipment maintenance, departmental administration. Also, film critique IV is covered in this course.

a. Radiation Therapy and Nuclear Medicine — this course is designed to meet the basic requirements for training of technicians in radiation therapy. It is slanted towards the student whose training is primarily in the field of diagnostic X-ray technology, but whose subsequent employment may include duties in radiation therapy.

The student is acquainted with those commonly employed radium and radioactive isotopes, emphasis being placed upon the storage and handling of radioactive materials and the protective measures which must be taken in their use. Lectures are supplemented by occasional visits to the therapy department.

b. Intraoral Radiography — to provide the student with an understanding of the anatomy and contours of the teeth and mouth and of the geometry of image formation of this area. To familiarize him with the essential equipment and accessories used in dental radiography.

c. Equipment Maintenance — to give the student instruction in the detection and correction of simple difficulties which interfere with or prevent the proper function of the equipment or accessories; as well as fundamentals of preventive maintenance to avoid expensive breakdowns.

d. Departmental Administration — to acquaint the student with the organization, function, supervision, and financial arrangements relative to departments of radiology. To present correct departmental, intra- and inter-departmental relationships, such as those pertaining to attitudes and policies relative to personnel management.

e. To acquaint the student with certain changes that occur in disease and injury and their application to X-ray technology. An understanding of these should enable the technician to handle seriously ill or injured patients more intelligently and to produce more informative radiographs. This is not intended to be a detailed course in pathology.

### XR 104 TOPOGRAPHIC ANATOMY AND PHYSIOLOGY

This course includes the anatomy and physiology of all vertebrates. However, particular attention is directed to the structure and functioning of the systems found in man. It includes a review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. The material is presented according to regions of the body, the stress being upon the location of each organ using surface landmarks and the relation of the organ to other organs within the same anatomical region.

### XR 101 APPLIED RADIOLOGICAL TECHNIQUE I

### XR 103 APPLIED RADIOLOGICAL TECHNIQUE II

### XR 201 APPLIED RADIOLOGICAL TECHNIQUE III

### XR 203 APPLIED RADIOLOGICAL TECHNIQUE IV

### XR 204 APPLIED RADIOLOGICAL TECHNIQUE V

Practical application of knowledge acquired in above Technique courses. Each student will be assigned work under direct supervision in the hospital X-ray department on a weekly basis. In this capacity he will receive instruction and gain experience in patient handling, operation of equipment for radiography, fluoroscopy and exposure techniques.

Periodic conferences will be held with students regarding hospital experience. Although this is a laboratory course, students will be encouraged to make use of textbooks, library references and professional publications to further their knowledge of X-ray technology.

# Physics and Physical Science

**FACULTY:** Dasher (Chairman), Galbraith, Ramos, R. Robinson, Stoll

**MAJORS:** Physics, Geology, Astronomy, Physical Sciences, Meteorology

**COURSE PREFIXES:** PH, PS

**PROGRAMS:**

**PHYSICS, PHYSICAL SCIENCES, ASTRONOMY, GEOLOGY, METEOROLOGY**

**(A.A.)**

The physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

## FRESHMAN YEAR

COURSE	TITLE	SEMESTER	HOURS CREDIT	
			Fall	Winter
AT 110 or	Appreciation of Art			3
MC 110	Music Appreciation			(3)
CY 101-102	General College Chemistry		3	4
EH 101-102	Freshman Communications		3	3
FH 101-102	Elementary French		3	3
HH 101*	Perspectives on Healthful Living		2	
MS 204-205	Calculus I, II		3	3
PE	Physical Education		<u>1</u>	<u>1</u>
			15	17

## SOPHOMORE YEAR

EH	Literature			3
CY 103	General College Chemistry		4	
MS 206	Calculus III		3	
MS 207	Differential Equations			3
MS 209	Elementary Linear Algebra			3
PH 205-206	General Physics with Calculus I, II		4	4
PE	Physical Education		1	1
SS 101-102**	Social Institutions; Political Institutions		<u>3</u>	<u>3</u>
			15	17

\*HH 230 may be substituted.

\*\*PL 201 or HY 201 may be substituted for SS 102.

Students planning to go to the University of Florida should take 7 hours of Biology.

## PH 201 GENERAL PHYSICS I

(Prerequisite: MS 111, or adequate score on placement test.) This course in physics is designed for pre-medical, pre-dental, pre-pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. This is the initial part of a two-term sequence and must be taken before PH 202. Topics included are: introduction to scalar and vector quantities, equilibrium, laws of motion, translation and rotation, energy, heat, work, general gas law, thermal behavior of matter, wave motion and sound. Emphasis is placed on fundamental concepts and laws of physics with particular attention to application to the environmental and daily experience of the average person. The laboratory portion of the course introduces the student to methods of measurement, errors, analysis of data and evaluation of experimental data. 3-2-4\*

\*Lecture-Lab-Credit Hours

## Physics Courses

### PH 202 GENERAL PHYSICS II

(Prerequisite: PH 201). This is the second term of the general physics sequence. Topics studied are: electrostatics, electric current, resistance, electromagnetism, magnetic circuits, electromagnetic induction, capacitance, alternating current, optics, light, optical instruments, the atom, the photon, matter waves, atoms and valence, quantum numbers applied to the periodic table, radioactivity. 3-2-4\*

### PH 205 GENERAL PHYSICS WITH CALCULUS I

(Co-requisite MS 204). This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and physics. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat transfer, change of phase, thermal behavior of gases, and thermodynamics. The laboratory portion of the course introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data, and laboratory methods. 3-2-4\*

### PH 206 GENERAL PHYSICS WITH CALCULUS II

(Prerequisite: PH 205, Co-requisite MS 205). This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, electromagnetic induction, capacitance, alternating currents, radiation from circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction, and polarization. The laboratory portion of the course is designed to illustrate various phenomena discussed in the lectures. 3-2-4\*

### PH 207 MODERN PHYSICS

(Prerequisite: PH 202 or PH 206). Topics included are: special theory of relativity, introductory quantum theory, atomic structure, radiation, nuclear structure, solid state, elementary particles, and plasmas. 3-0-3\*

### PS 101 SURVEY OF PHYSICAL SCIENCE I

This is an introductory course in science including the study of astronomy, meteorology, geology and oceanography. Environmental imperatives such as the earth as an energy system, air pollution, sound pollution, soil and grassland conservation, water supply, demand and pollution are viewed by using physical scientific principles and concepts. No mathematics beyond ratio and proportion and arithmetic is required. There are no science prerequisites. 3-0-3\*

### PS 102 SURVEY OF PHYSICAL SCIENCE II

(Prerequisite: MS 106 or adequate score on placement test). Physical Science I is not a prerequisite for this course. This course is a study of the basic concepts of physics and chemistry (with their application to environmental imperatives). Recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-2-4\*

### PS 103 DESCRIPTIVE ASTRONOMY

Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of Astronomy, nebulae, galactic structure. Lectures, discussion and observation. 3-0-3

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\* Lecture-Lab-Credit Hours



## *Social Science*

**FACULTY:** Bottosto (Chairman), Allee, Becherer, Corbin, Dampier, D'Angio, Edmonds, Forshay, Freedman, Kochel, Matthews, Meldon, Myatt, O'Neill, Payne, Pugh, T. Robinson, Salisbury, Sutherland, Tucker

**MAJORS:** Early Childhood Education, Education (Elementary Level), Education (Secondary Level), Geography, Government and Foreign Service, History, Mental Health Technology, Philosophy, Political Science, Pre-Law, Pre-Ministry, Psychology-Guidance, Social Science, Social Science Teacher, Teacher Aides, Welfare Worker

**COURSE PREFIXES:** EN, GY, HY, MH, PI, PL, PY, RN, SS, TA

### **PROGRAMS:**

Social Science is essentially a study of human society — that is, it deals with the relationships of persons as members of a group or groups. Individuals form groups to obtain common goals — in education, religion, recreation, and so on. Since the common wants of mankind are many and varied, the group activities needed to satisfy those wants are correspondingly numerous. As these group activities have come under study, the social sciences have multiplied from a few recognized general studies to many specialized ones, each with numerous subdivisions.

The Department of Social Science at Palm Beach Junior College is organized expressly to meet the needs of those students who come from a wide variety of backgrounds and are headed toward a wide variety of professions and occupations. While the major emphasis at Palm Beach Junior College is with programs in general studies, it should be emphasized that the faculty within the Department of Social Science is available to assist those students who express a specific interest within the Department of Social Science.

Accordingly, students are expected to complete the General Education requirements outlined on pages 57-60, and to select those additional courses of special interest to them in meeting the immediate needs, but also the particular requirements for a degree at the senior college of their choice. Academic advisors are assigned to those students who indicate a desire to pursue a program currently offered within the Department of Social Science.



## Early Childhood Education

### EARLY CHILDHOOD EDUCATION (A.A.)

Because of a growing demand on college campuses throughout the country for programs to prepare teachers in Early Childhood Education, a cooperative program in Early Childhood Education for directors and teachers of public, private, and church-related nursery schools, kindergartens and day-care centers has been developed by Palm Beach Junior College in conjunction with Florida Atlantic University. The program is planned to provide work for teachers in service who do not hold a degree and who have not had necessary training in Early Childhood Education. The program also provides work for teachers who hold degrees, but who are not trained for work with young children.

#### THE COURSES TO BE TAKEN AT PALM BEACH JUNIOR COLLEGE INCLUDE:

	General Education Requirements .....	36
	(See page 78-79)	
HE 105 .....	Nutrition .....	3
PY 201 .....	General Psychology .....	3
PY 203 .....	Child Growth & Development .....	3
SS 201 .....	Family Relationships .....	3
SP 101 .....	Fundamentals of Speech .....	3
MC 103 .....	Fundamentals of Music .....	3
AT 112 .....	Arts & Crafts .....	3
PE .....	Physical Education .....	2
	Electives* .....	5
		<u>64</u>

\*Suggested electives: PY 201 Personality Development,  
DA 102 Stagecraft, or DA 201 Acting

### EARLY CHILDHOOD EDUCATION AIDES (Achievement Certificate Program)

The Early Childhood Education Certificate Program is designed to prepare students professionally for their roles as early childhood teacher aides. Students must complete the thirty hours listed with an overall grade-point average of "C" or better in the program.

#### FIRST TERM

EH 101 .....	Communications .....	3
SS 101 .....	Social Institutions .....	3
PE 231 .....	Creative Activities for Pre-School Children .....	3
PY 201 .....	General Psychology .....	3
HE 101 .....	Elements of Nutrition .....	3

#### SECOND TERM

PY 203 .....	Child Growth & Development .....	3
EN 110 .....	Early Childhood Education .....	3
HH 101 .....	Perspectives on Healthful Living .....	2
HH 102 .....	First Aid .....	1
LT 103 .....	Children's Literature .....	3
EN 200 .....	Early Childhood Directed Observation and Participation .....	3
		<u>30</u>

## Early Childhood Education

### EARLY CHILDHOOD EDUCATION (A.S.)

COURSE	TITLE	FRESHMAN YEAR	SEMESTER HOURS		CREDIT
			Fall	Winter	
EH 101	Communications		3		
SS 101	Social Institutions		3		
HH 101	Perspectives on Healthful Living		2		
PE 203	Recreational Games		1		
EN 101	Introduction to Education		3		
AT 112	Arts and Crafts		3		
HH 102	First Aid		1		
			<u>16</u>		
EH 102	Communications				3
SS 102	Political Institutions				3
PE 208	Fundamentals of Interpretive Mvmt.				1
PSY 201	General Psychology				3
BY 100	Principles of Biology				3
LT 103	Children's Literature				3
					<u>16</u>

### SOPHOMORE YEAR

PSY 202	Personality Development		3		
HE 101	Elements of Nutrition		3		
MC 103	Fundamentals of Music		3		
PE	Physical Education		1		
EN 110	Early Childhood Education		3		
EN 200	Early Childhood Directed Observation and Participation		3		
			<u>16</u>		
PSY 203	Child Growth and Development				3
PE	Physical Education				1
SS 201	Family Relationships				3
EN 201	Early Childhood Teaching Practicum				3
PE 231	Creative Activities for Pre-School & Primary Children				3
	Elective				3
					<u>16</u>

### EDUCATION (ELEMENTARY LEVEL) (A.A.)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

COURSE	TITLE	FRESHMAN YEAR	SEMESTER HOURS		CREDIT
AT 110 or	Art Appreciation				3
MC 110	Music Appreciation		(3)		
	Science		7-8		
EH 101-102	Freshman Communications		6		
EN 101	Introduction to Education		3		
MS 106*	General Education Math I		3		
PE	Physical Education		2		
P 101	Fundamentals of Speech		3		
SS 101-102**	Social Inst.; Political Inst.		6		
			<u>33-34</u>		

These courses satisfy basic certification requirements for teaching in Florida. They may, however, be acceptable only as electives to some state colleges and universities to which students may transfer.

\*PL 201 or HY 201 may be substituted for SS 102.

## Education

### EDUCATION (ELEMENTARY LEVEL) (A.A.) Cont'd

#### SOPHOMORE YEAR

EH	Literature	6
GY 101	Principles of Geography & Conservation	3
HH 101**	Perspectives on Healthful Living	2
HY 101-102	Ancient & Medieval Civ.; Modern Civ.	6
PE	Physical Education	2
PY 201	General Psychology	3
PY 203*	Child Growth and Development	3
EN 299	Social Foundations of Education	3
Electives***		5-6
		<u>33-34</u>

\*These courses satisfy basic certification requirements for teaching in Florida. They may, however, be acceptable only as electives to some state colleges and universities to which students may transfer.

\*\*HH 230 may be substituted.

\*\*\*Suggested electives: Foreign Languages, LC 101, PY 202.

### EDUCATION (SECONDARY LEVEL) (A.A.)

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

### GENERAL SOCIAL SCIENCE<sup>1</sup>, GEOGRAPHY<sup>2</sup>, GOVERNMENT — FOREIGN SERVICE<sup>3</sup>, HISTORY<sup>4</sup>, POLITICAL SCIENCE<sup>5</sup>, SOCIAL SCIENCE TEACHER<sup>6</sup>, WELFARE WORKER<sup>7</sup> (A.A.)

COURSE	TITLE	SEMESTER HOURS	CREDIT
EH 101-102	Freshman Communications	6	
SS 101-102*	Social & Political Institutions	6	
	Science	7-8	
MS 106	General Education Math I	3	
MS 208	Statistics	3	
AT 110	Art Appreciation	3	
or			
MC 110	Music Appreciation	(3)	
PE	Physical Education	4	
HH 101**	Perspectives on Healthful Living	2	
EH	Literature	3	
	Foreign Languages — Spanish, French	12	
	Electives	<u>15</u>	
		<u>64-65</u>	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted for HH 101.

1. Recommended electives: BA 204, HY 101-102, PL 101, GY 101, PY 201, SP 101, SS 203, SS 207, SS 215.

2. Recommended electives: GY 101, HY 101-102, HY 201-202, SS 205, PY 201, MS 111, MS 121, CL 211, CL 212, CL 213, CL 220, CL 230, BA 204, BA 205.

3. Recommended electives: SP 101, HY 101-102, HY 201-202, HY 211-212, SS 205, GY 101, PL 201-202, BA 204, EH 203-204, SS 203, SS 207, SS 215.

4. Recommended electives: HY 101-102, HY 201-202, HY 211-212, GY 101, SS 205, RN 201, PL 201, SS 203, SS 207, SS 215.

5. Recommended electives: HY 101-102, HY 201-202, SS 205, GY 101, BA 204, PL 101, SS 203, SS 207, SS 215.

6. Recommended electives: HY 101-102, GY 101, SS 205, HY 201-202, BA 204, PL 201-202, PO 100, PY 201, PY 203, EN 101, SP 101, SS 210, SS 203, SS 207, SS 215.

7. Recommended electives: BA 204-205, HY 101-102, SS 201, PL 202, PO 100, PY 201, PY 202, PY 203, PI 101, HE 102, HE 106, HY 201, HY 202, PL 201, SP 101, SS 210, SS 203, SS 207, SS 215.

Note: Senior college choice may necessitate some changes, including a rearrangement of the program.

**MENTAL HEALTH TECHNOLOGY (A.S.)**

A Mental Health Technologist will work in a variety of human services under the direct supervision of professional personnel. He will be equipped to make a useful contribution to community action in programs in innovative new roles and functions for human service workers.

The Mental Health Technology Curriculum is designed to educate a Mental Health Generalist who is trained for a family of occupations rather than a specific job. Students will study a core of general education subjects combined with specialized courses related to behavior disorders. As part of the program, the student will participate in supervised field work experiences in several different kinds of community agencies and institutions.

Upon completion of the Mental Health Curriculum, the student will be able to function in a wide range of roles in the social services and human service agencies as assistant in individual and group counseling, administering psychological tests, conducting initial interviews and social case histories, team member in half-way houses, and alcoholism rehabilitation centers, public welfare departments, child care centers, teacher's assistant, working with special education classes, general hospital settings, and psychiatric treatment centers.

**FRESHMAN YEAR**

COURSE	TITLE	SEMESTER	HOURS CREDIT	
			Fall	Winter
EH 101	Freshman Communications		3	
SS 207	Introduction to Sociology		3	
MH 100	Introduction to Mental Health		3	
MH 103	Interviewing and Recording		3	
PY 201	General Psychology		3	
PE 203	Recreational Games		1	
EH 102	Freshman Communications			3
MH 101	Group Dynamics			3
PY 203	Child Growth & Development			3
MH 105	Field Work in Mental Health			3
HH 103	First Aid			1
AT 112	Arts and Crafts			3
			<u>16</u>	<u>16</u>

**SOPHOMORE YEAR**

COURSE	TITLE	SEMESTER	HOURS CREDIT	
			Fall	Winter
SS 102*	Political Institutions		3	
PY 202	Personality Development		3	
MH 206	Activity Therapies		3	
MH 205	Field Work in Mental Health		4	
PE 208	Fundamentals of Interpretive Music		1	
SS 210	American Social Problems		3	
HH 101	Perspectives on Healthful Living			2
SP 101	Fundamentals of Speech		3	
BY 151	Anatomy and Physiology			3
MH 210	Field Work in Mental Health			4
SS 201	Marriage and Family Relationships			3
			<u>17</u>	<u>15</u>

In addition to the above courses, if a student is planning to work in the area of alcoholism rehabilitation, he should add MH 104, Counseling the Chemically Dependent Person, in the winter term of the sophomore year.

\*PL 201 or HY 201 may be substituted.

## Pre-Law

### PRE-LAW (A.A.)

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
EH 101-102.....	Freshman Communications .....	6	
MS 106.....	General Education Math I .....	3	
PE .....	Physical Education .....	2	
SP 101.....	Fundamentals of Speech.....	3	
SS 101-102*.....	Social Inst.; Political Inst. ....	6	
	Science .....	7-8	
	Foreign Language .....	6	
		<u>33-34</u>	

SOPHOMORE YEAR			
EH .....	Literature .....	6	
AT 110 or.....	Art Appreciation .....	3	
MC 110.....	Music Appreciation .....	(3)	
LC 101.....	Art of Thinking .....	3	
HY 201-202.....	U.S. History to 1865; 1865 to Present .....	6	
PL 201-202.....	Amer. Nat'l Gov.; State, Local Gov. ....	6	
PE .....	Physical Education .....	2	
HH 101**.....	Perspectives on Healthful Living .....	2	
	Foreign Language .....	6	
		<u>34</u>	

### PRE-MINISTRY AND PHILOSOPHY (A.A.)

FRESHMAN YEAR			
COURSE	TITLE	SEMESTER HOURS	CREDIT
EH 101-102.....	Freshman Communications .....	6	
BY 100-105.....	Principles of Biology; Laboratory .....	4	
SS 101.....	Social Institutions .....	3	
RN 101.....	Old Testament.....	3	
MC 110.....	Music Appreciation .....	3	
PI 101.....	Introduction to Philosophy .....	3	
HH 101**.....	Perspectives on Healthful Living .....	2	
MS 106.....	Gen. Education Math I.....	3	
PE 101.....	Team Activities for Men .....	1	
PE 203.....	Recreational Games (Coed).....	1	
	Foreign Language .....	6	
		<u>35</u>	

SOPHOMORE YEAR			
EH 201.....	English Literature to 1800.....	3	
PS 101.....	Physical Science.....	3	
PL 201.....	American National Government.....	3	
RN 102.....	New Testament .....	3	
PY 201.....	General Psychology .....	3	
RN 201.....	Religions of World.....	3	
PE 205.....	Beginning Swimming .....	1	
PE 207.....	Senior Life Saving .....	1	
SP 101.....	Fundamentals of Speech.....	3	
	Foreign Language .....	6	
	Electives*** .....	3	
		<u>32</u>	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

\*\*\*Recommended electives: MC 213, SS 201, PY 202, PI 102.



## PSYCHOLOGY — GUIDANCE (A.A.)

COURSE	TITLE	FRESHMAN YEAR	SEMESTER	HOURS		CREDIT
				Fall	Winter	
EH 101-102.....	Freshman Communications.....			3	3	
HH 101**.....	Perspectives on Healthful Living .....			2		
	Science.....			3-4		4
MS 106 (or higher)	General Education Math I .....					3
PE .....	Physical Education.....			1		1
PY 201 .....	General Psychology .....					3
	Foreign Language .....			3		3
SS 101 .....	Social Institutions .....			3		
				15-16		17

## SOPHOMORE YEAR

AT 110 or MC 110.....	Art Appreciation; Music Appreciation.....			3		
EH .....	Literature .....					3
MS 208 .....	Statistics.....					3
PE .....	Physical Education.....			1		1
PY 202 .....	Personality Development .....			3		
PY 203 .....	Child Growth & Development .....					3
SS 102* .....	Political Inst. ....			3		
	Foreign Language .....			3		3
	Elective.....			3		3
				16		16

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*HH 230 may be substituted.

## TEACHER AIDES AND EFFECTIVE TEACHING (A.S.)

Teacher aides constitute a rapidly growing segment of the educational family. The practice of employing teacher aides — auxiliary personnel whose function is to assist teachers — has become widespread in the State of Florida. The Teacher Aide course of study at Palm Beach Junior College is designed to prepare interested high school graduates in pursuing a specialized program which would equip them to function effectively as assistants to professional qualified teachers at various instructional levels.\*\*\*\*

COURSE	TITLE	FRESHMAN YEAR	SEMESTER	HOURS		CREDIT
				Fall	Winter	
EH 101-102.....	Freshman Communications.....					6
HH 101**.....	Perspectives on Healthful Living .....					2
MS 106 .....	General Education Math I .....					3
AT 112 .....	Arts and Crafts.....					3
BE 105*** .....	Typewriting.....					2
LT 103 .....	Children's Literature .....					3
LT 104 .....	Non-Book Materials.....					3
PY 203 .....	Child Growth and Development.....					3
PY 201 .....	General Psychology .....					3
AT 110 or .....	Art Appreciation .....					3
MC 110.....	Music Appreciation .....					(3)
PE .....	Physical Education.....					2
						33

\*\*HH 230 may be substituted.

\*\*\*May be waived if student passes the typing test.

\*\*\*\*Transfer if possible from the A.S. Degree Program to the A.A. Degree Program leading to professional preparation for teaching.

## TEACHER AIDES AND EFFECTIVE TEACHING (A.S.) Cont'd

## SOPHOMORE YEAR

SS 101-102*	Social Inst.; Political Inst.	6
EH	Literature	6
PS 101-102	Survey of Physical Science	7
PE 231	Creative Activities	3
PE	Physical Education	2
BE 101	Office Practice	3
TA 101	Elementary School Resources	3
TA 102	Elementary School Procedures	3
TA 103	Internship	3
		<u>36</u>

\*PL 201 or HY 201 may be substituted for SS 102.

## COURSE DESCRIPTIONS

## EN 101 INTRODUCTION TO EDUCATION (Teaching)\*\*

An introduction to the nature of teaching in the public schools of the United States. Topics included are: planning and preparation for teaching; roles and responsibilities of teachers; relationship between schools and society; organization, financing and control of public schools; historical perspectives; and the aims and objectives of education as a social institution. 3-0-3\*

## EN 110 EARLY CHILDHOOD EDUCATION

This course provides an intensive investigation of the various theories, philosophies, programs and methods in Early Childhood Education. Major emphasis is given to the Montessori philosophy, its relevance to current early learning theories, and the enhancement of learning experiences for pre-school and primary children. 3-0-3\*

## EN 200 EARLY CHILDHOOD DIRECTED OBSERVATION AND PARTICIPATION

This course will introduce the student to Montessori and other early-learning materials. Demonstration and student practice with the early learner in a variety of instructional settings will lead to preparation of instructional manuals. 1-6-3\*

## EN 201 EARLY CHILDHOOD TEACHING PRACTICUM

This course is designed to give the student actual teaching experience in an approved Early Childhood Education Center. The student will be working under the supervision of a college instructor and an approved cooperating teacher during his internship. 1-6-3\*

## EN 299 SOCIAL FOUNDATIONS OF EDUCATION

(This course is part of the sequence of courses students planning to complete their studies at Florida Atlantic University should take. Other students are advised to seek approval of their probable senior institution before enrolling — same as FAU ED 302.)

A study of the contributions of philosophical, historical, and sociological bases of education and their implications for curriculum development and methods of instruction. An analysis of educational problems, issues and innovations is included. A research project with continuing significance for the student must be undertaken. 3-0-3\*

## GY 101 PRINCIPLES OF GEOGRAPHY AND CONSERVATION

This course attempts to identify and explore the many ways that men and nature affect each other from place to place. The places covered include Florida, the Polar World, Europe, and Anglo-America. Wise resource use or conservation is emphasized. 3-0-3\*

\*\*NOTE: The following will apply to ALL students enrolling in Palm Beach Junior College who plan to complete professional programs in Teacher Education at Florida Atlantic University leading to certification to teach in Florida.

EN 101 Introduction to Education (Teaching)

SP 101 Beginning Speech

PY 201 General Psychology

PY 203 Child Growth and Development

EN 299 Social Foundations of Education

Lecture-Lab-Credit Hours

**HY 101 ANCIENT AND MEDIEVAL CIVILIZATIONS**

This course delves into the theories of historical causation, the origin of life upon our planet and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3\*

**HY 102 MODERN CIVILIZATIONS**

A continuation of HY 101, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3\*

**HY 201 UNITED STATES HISTORY TO 1865**

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the Thirteen English Colonies, an intensive study of the Constitution of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3\*

**HY 202 UNITED STATES HISTORY FROM 1865 TO THE PRESENT**

A continuation of HY 201, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political, and cultural movements and forces. 3-0-3\*

**HY 211 LATIN AMERICAN HISTORY — COLONIAL PERIOD**

This course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Colombia era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3\*

**HY 212 LATIN AMERICAN HISTORY — NATIONAL PERIOD**

This course begins with the background of the Wars for Independence and proceeds to present-day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social, and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3\*

**MH 100 INTRODUCTION TO MENTAL HEALTH TECHNOLOGY**

An orientation to the field of mental health work; history, current concepts and roles of various workers in the field are reviewed and discussed. Various community agencies are explored. A core of studies will investigate the services offered, eligibility, areas served, fees and methods of referral. Projects will be promoted to help people cope with their health and social problems. Field trips and guest lectures are scheduled. 3-0-3

**MH 101 PRINCIPLES OF GROUP DYNAMICS**

(Prerequisite: PY 201). A course designed to help students realize their potential for growth more fully, and to increase their ability to work effectively with others in a variety of situations. Lectures, discussions and reading material will consider group processes including factors of cohesion, conflict, individual roles, communication systems, tasks and problem-solving. Techniques of psychodrama, role playing, and sociodrama will be explored. 3-0-3\*

**MH 103 INTERVIEWING AND RECORDING**

A study of the purposes, structure, focus, and techniques employed in effective interviewing and recording of data. Experiences will be provided for practice in observation, recording, and summarizing personal histories. 3-0-3\*

**MH 104 COUNSELING THE CHEMICALLY DEPENDENT PERSON**

This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role playing, and critique are part of this instruction. 3-0-3\*

\* Lecture-Lab-Credit Hours

## Social Science Courses

### **MH 105 FIELD WORK IN MENTAL HEALTH**

(Prerequisite: MH 100). This course offers basic understanding of the historical foundations for the growth of the mental health movement and its significance in preventive and therapeutic measures. Techniques of objective observing, testing recording data, methods of case study, interviewing and the role of mental health personnel are studied. Students will be assigned to different centers and seminars will be arranged. Participants will be supervised by the instructor of the course and by the personnel of the center. 2-3-3\*

### **MH 200 THE COMMUNITY AND ITS AGENCIES**

This course explores the various community agencies. A core of studies will investigate the services offered, eligibility, areas served, fees and methods of referral. Projects will be promoted to help people cope with their health and social problems. Field trips and guest lectures are scheduled. 3-0-3\*

### **MH 205 FIELD WORK IN MENTAL HEALTH**

(Prerequisite: MH 105). A continuation in the study of testing procedures, interviewing techniques and a further understanding of the mental health technicians in various settings. The focus will be on learning and experiencing group skills in various patient and staff encounters. Students will be rotated through different services and work with staff as team members, supervision will be provided by the instructor of the course and the personnel of the center and seminars will be arranged. 2-6-4\*

### **MH 206 ACTIVITY THERAPIES**

(Prerequisite: PY 202 and MH 101) Activities are considered as a therapeutic tool. Techniques and functions of various activity therapies such as: music, art, recreational, occupational, are examined. Attention is given to forms of Milieu therapy and to approaches for encouraging social interactions among individuals. 3-0-3\*

### **MH 210 FIELD WORK IN MENTAL HEALTH**

(Prerequisite: MH 205). Course is continuation of MH 205. 2-6-4\*

### **PI 101 INTRODUCTION TO PHILOSOPHY**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3\*

### **PI 102 ETHICS**

This course involves a rigorous and systematic inquiry into man's moral behavior with the purpose of discovering the rules that ought to govern human action and the goals that are worth seeking in human life, using Ethics as a science of conduct. 3-0-3\*

### **PL 201 AMERICAN NATIONAL GOVERNMENT**

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3\*

### **PL 202 AMERICAN STATE AND LOCAL GOVERNMENT**

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, inter-state relationships, government regulations, operation of public utilities and public planning. 3-0-3\*

### **PY 201 GENERAL PSYCHOLOGY**

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3\*

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\* Lecture-Lab-Credit Hours



## **PY 202 PERSONALITY DEVELOPMENT AND ADJUSTMENT**

(Prerequisite: PY 201, or permission of the instructor). This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then the variety of reactions to the inevitable psychological problems encountered throughout life are explored, the application of psychological principles utilizes techniques of self-management in relationship to personal assessment, sensitivity to the needs of others, and effective adjustment. 3-0-3\*

## **PY 203 CHILD GROWTH AND DEVELOPMENT**

(Prerequisite: PY 201). Stressing the developing self of the child, this course explores the physiological, social, emotional, and intellectual natures of children. It includes a survey of problematic behavior and the application of principles and achievements in the field of psychology as these contribute to the personal development and general welfare to the individual child. Observations of children from the pre-school level through high school are included. 3-0-3\*

## **PY 204 EDUCATIONAL PSYCHOLOGY**

(Prerequisite: PY 201 or permission of the instructor). This course is specifically designed to aid the classroom teacher in gaining an understanding of the basic psychological principles which will place him in a favorable position in dealing with the varied problems in a classroom situation. It particularly emphasizes the intellectual, social, emotional and physical factors of growth and development as these relate to the learning process. Offered in evening only. 3-0-3\*

## **RN 101 THE OLD TESTAMENT**

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 3-0-3\*

## **RN 102 THE NEW TESTAMENT**

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 3-0-3\*

## **RN 201 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD**

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hinduism, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3\*

## **SS 101 SOCIAL INSTITUTIONS**

This course explores the biological, psychological and social nature of man, including a study of man's participation in the multiplicity of social groups. The forces and factors that produce patterns of group life are examined with special emphasis on such basic American institutions as marriage and the family, education, recreation, religion, aesthetics and business. 3-0-3\*

## **SS 102 POLITICAL INSTITUTIONS**

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3

## **SS 201 MARRIAGE AND FAMILY RELATIONSHIPS**

This course deals with the problems which are likely to be encountered by young married people in determining family goals, planning and budgeting the use of money, planning and preparing for children and for creating a satisfying family life. 3-0-3\*

## **SS 203 INTRODUCTION TO ANTHROPOLOGY**

(Prerequisite: SS 101). This course provides an introduction to the functional study of man: concepts of human development, pre-history, culture; comparison in human variation; structure and function in social organization; synthesis of biological, cultural and social factors. 3-0-3\*

\* Lecture-Lab-Credit Hours



## Social Science Courses

### SS 205 INTRODUCTION TO SOVIET STUDIES

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. 3-0-3\*

### SS 205 INTRODUCTION TO SOVIET STUDIES (FOREIGN STUDY)

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. The study is accomplished on a tour behind the iron curtain. A special fee is charged. 3-0-3\*

### SS 207 INTRODUCTION TO SOCIOLOGY

(Prerequisite: SS 101). This course provides an introduction to the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships, and the effects of social life on human personality and behavior. 3-0-3\*

### SS 210 AMERICAN SOCIAL PROBLEMS

(Prerequisite: SS 101). This course explores some of the major social problems now confronting American society — such as mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations, and related ethnic problems. The course attempts to establish criteria by which the educated layman can judge the probable effectiveness of various techniques of intervention for social improvement. Emphasis is given to current social problems of pressing concern in the area of South Florida. 3-0-3\*

### SS 215 INTRODUCTION TO AFRO-AMERICAN STUDIES

This course is concerned with the history of the Afro-American with emphasis on his origins, enslavement, subculture, and his struggle for civil rights and human dignity. Special emphasis is placed upon the continuing problems of discrimination and racism in modern American life. 3-0-3\*

### TA 101 ELEMENTARY SCHOOL RESOURCES

A course designed to acquaint the student with resources available to the elementary school teacher. School and community resources should be explored. Class periods should be arranged. One-semester course. 2-2-3\*

### TA 102 ELEMENTARY SCHOOL PROCEDURES

A seminar course designed to acquaint the student with the schedule, the plant, and other aspects of the elementary school and its program. The course should be scheduled for meetings at the cooperating school, and college. The class schedule should be arranged. One-semester course. 3-6-6\*

### TA 103 INTERNSHIP

This course should serve to introduce both the aide and the teacher to the teacher-aide program in operation. Each participant should investigate her special duties and attempt to identify problems to be solved before the completion of the program. This course requires the close cooperation of the director, the cooperating teacher, and the aide-trainee. The hours should be arranged. One semester. 0-6-3\*

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\* Lecture-Lab-Credit Hours

## CENTER FOR EARLY LEARNING

*On Jan. 8, 1973, Palm Beach Junior College opened its Center for Early Learning, an on-campus laboratory for students in Early Childhood Education. Children, primarily those of college students, are educated in a center designed to become a model for other child care facilities in this area. Many prominent educators and public officials attended ribbon-cutting ceremonies.*



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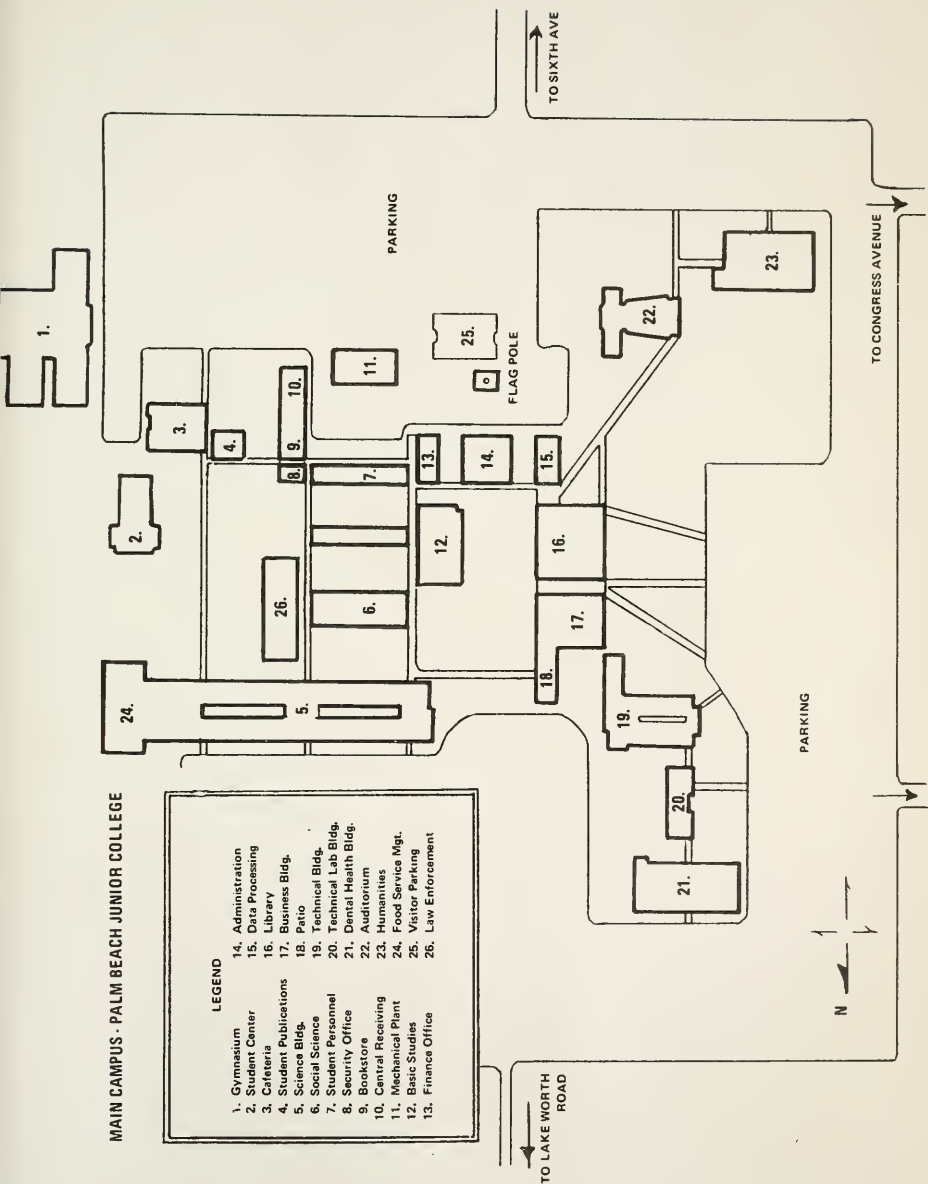
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# MAIN CAMPUS - PALM BEACH JUNIOR COLLEGE

## LEGEND

1. Gymnasium
2. Student Center
3. Cafeteria
4. Student Publications
5. Science Bldg.
6. Social Science
7. Student Personnel
8. Security Office
9. Bookstore
10. Central Receiving
11. Mechanical Plant
12. Basic Studies
13. Finance Office
14. Administration
15. Data Processing
16. Library
17. Business Bldg.
18. Patio
19. Technical Bldg.
20. Technical Lab Bldg.
21. Dental Health Bldg.
22. Auditorium
23. Humanities
24. Food Service Mgt.
25. Visitor Parking
26. Law Enforcement



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